

SAMPLE DOCUMENTATION TO THE FILE

MEMORANDUM

Date: <month, day, year>

To: File: <number>

From: <name>
<title>

RE: Documentation –Extension Agent – <position, county>

The vacancy resulted from the resignation of the prior agent, <name>.

The vacancy announcement <number> was distributed with an application deadline of <month, day, year>. A total of <number> applications were received; <number> were screened out as not meeting minimum requirements. Of the <number> applicants: <number> were female, <number> were male, <number> indicated they were racially diverse, and <number> indicated they were ethnically diverse.

The search committee was composed of:

- <name, title>
- <name, title>
- <name, title>
- <name, title>
- <name, title>
- <name, title>

The committee scored the <number> candidates then met by conference call on <month, day, year>, to discuss the compiled rankings. Candidates 1, 2, 3 and 4 <name, name, name, name> were selected to move forward.

With EEO approval, all candidates were contacted by the search committee chair in regards to continued interest in the position, salary estimate, reference checking and interview dates. Following the initial candidate contacts and completion of reference checking, all <number> candidates were invited to interview and accepted the invitation.

Each candidate was supplied with details of the interview process – campus interview, county interview, required presentation topic (if any), other items specific to the position.

Each candidate was told that the interview would consist of: a short self introduction, a 10 minute presentation, <presentation name (if applicable)>, questions from the Search

Committee, and time for the candidates' questions. All were informed the same format would be followed on campus and in the county. <If Applicable: In addition to the interviews, each candidate was also scheduled to visit with Extension Specialists in the <area> Program.>

The State Search Committee met with the candidates on <month, day, year>. Candidates also met with the <Extension Director or Extension Associate Director>.

The candidates met with the county interview committee on <month, day, year>. Members of the county interview team included:

- _ <name, title>
- _ <name, title>
- _ <name, title>
- _ <name, title>
- _ <name, title>
- _ <name, title>

Following the interviews, the county committee discussed the candidate's strengths and weaknesses. They also identified any candidates found to be unacceptable for the position.

Based on the input from all groups, the Search Committee Chair sent strengths and weaknesses on all acceptable candidates to the Director for final selection.

After approval from the Extension Director and the University Office of Equal Opportunity and Diversity, and completion of a satisfactory background check, <name> was offered the position on <month, day, year>. <name> accepted the position via <method and date>. Starting salary for <name> is \$<amount>. Start date for is set for <month, day, year>. <His, Her> appointment is subject to final approval by the Board of Governors of the Colorado State University System.

cc: <If Applicable Name>, <which County> County Extension
Denise Parcesepe
Judy Barth
Regional Office personnel file