



Search Documentation for Assistant and Associate CHECKLIST

- Names of committee members, with female and/or minority members noted

- Example of at least one published/posted advertisement
 - Must be an actual photocopy of the ad directly from the journal or screenshot of the website posting
 - In lieu of the above, the text of the ad and a receipt or invoice proving payment could be accepted

- Information on efforts to identify any female and minority candidates

- Long list of candidates

- Short list of candidates, with female and/or minority candidates noted

- Narrative explanation of the search process noting both the reasons for selection and rejection of candidates on the short list