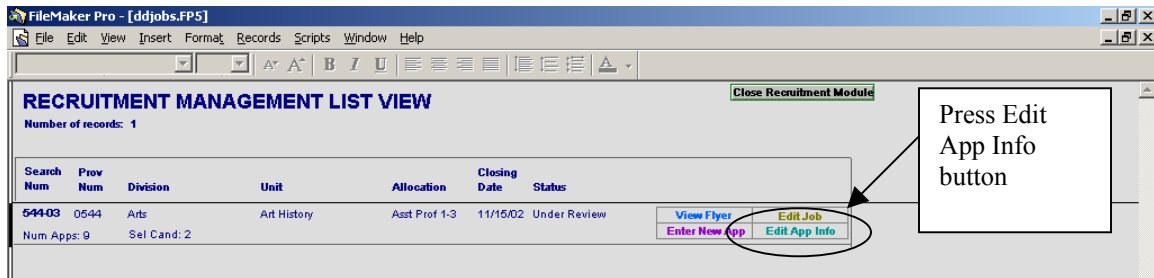


PRODUCING THE FINAL CANDIDATE RANKING (PART C)

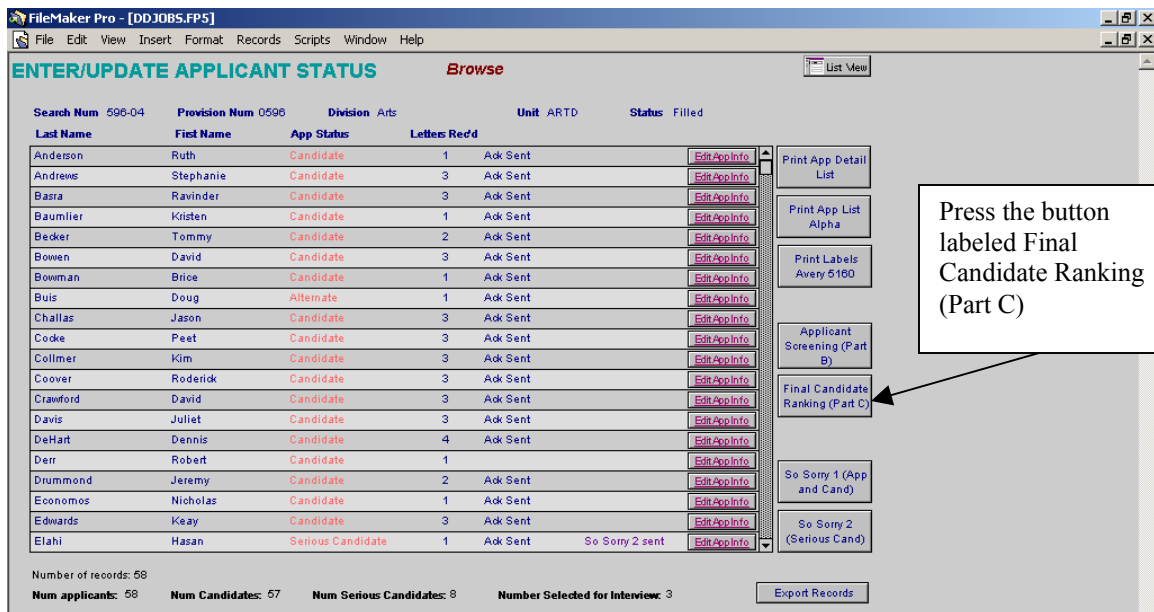
PURPOSE

This section describes how to produce the standard Final Candidate Ranking (Part C) from the Recruitment Management Module. Before running your Final Candidate Ranking you will probably need to do some more editing on the screening comments from your search committee. As interviews are now probably complete, they will have more detailed comments on the serious candidates, and they will have selected the final candidate(s) to be proposed for appointment. You will also want to check the App Status for each record, to make sure that it correctly reflects the current thinking of the search committee. Once you are happy with the way the records are entered:

- 1) Select the Edit App Info button for the correct job record in the Recruitment Management List View.



- 2) Press the button labeled "Final Candidate Ranking (Part C)".



3. The database will find the Serious Candidates, Interviewed Candidates and Selected Candidates, based on the App Status information you have entered for the applicant pool. The Final Candidate Ranking report will be produced on your screen.

RUNNING RECRUITMENT RECORD REPORTS

FileMaker Pro - [ddapps.FP5]

File Edit View Insert Format Records Scripts Window Help

Arial 10

DeptPartC

Pages: 1

Script: Continue

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
ACADEMIC RECRUITMENT RECORD

PART C: FINAL CANDIDATE RANKING

Search #: 544-03 Total Applicants: 8
 Department: Art History Total Candidates: 6
 Division: Arts Total Serious Candidates: 5

Position Title: Asst Prof 1-3
 Effective Date: 7/1/03
 Closing Date: 11/15/02

Reviewed for submission by:

Name	Degree/Date	Status	Comments
Hilgard, Ronald	D 1998	Selected Candidate	Ranked #1 - will go to candidate #2 if he withdraws Good letters of reference Research good fit with needs of department Strong publication record
Kelley, Stacy	D 2000	Interview	Good letters of reference Research good fit with needs of department Strong publication record
Munger, Katherine	D 2001	Interview	Good letters of reference Research good fit with needs of department Strong publication record Research focus less central to department needs than selected candidate
Sproul, Lynne	D 1995	Serious Candidate	Good letters of reference Research good fit with needs of department Fewer publications than serious candidates selected for interview
Tenwilliger, Mary Louise	M 1996	Serious Candidate	Demonstrates strong potential for excellent teaching Strong research record, but less impressive than candidates selected for interview Strong letters of reference, but less impressive than candidates selected for interview

100% Preview

For Help, press F1

Start Eudora - [In] PTC.doc - Micro... C:\D-Drive\data... FileMaker Pro ... PTB.doc - Micro... 5:43 PM

Press the rolodex to move from page to page in a multi-page report

Press the Continue button when you are done admiring the report.

4. You can preview the report to make sure it says what you want it to. If the report is more than one page long, you can move from page to page by pressing the pages on the little rolodex in the upper left corner of the screen. When you are done admiring the report, press the Continue button.

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Message

Press Print to print the report as it currently appears. Press Cancel to return to the Enter/Update Applicants layout without printing.

Cancel Print

Press Print to print the report. Press Cancel to return to the Applicant Status screen without printing.

- 5) Press the Print button to print the report as it currently appears. Press the Cancel button to return to the Update Applicant Status screen without printing.