

SCREENING COMMITTEE PROCESS

First Meeting

Receive Applications

Determine reference check questions

Determine Applicant questions

Understand procedure for initial screening

Second Meeting

Consider candidates for reference checking using initial screening procedures.

Assign candidates to reference check.

Understand reference check procedures.

Third Meeting

Develop list of candidates to recommend to the Board from all information received.

JOINT MEETING - Formally give recommendations to Board.
- Answer the Boards' questions regarding the candidates.