



HLC Accreditation 2016-2017

Evidence Document

Administration and Finance

Office of Human Resources

Faculty - Applicant Document Review and Selection Forms

Additional information:

Faculty - Applicant Document Review

Form 1

Position Title:

Position #:

Dept. Name:

Posting #:

Minimum Education (must have)
Preferred Education (would like to have)
Minimum Experience (must have)
Preferred Experience (would like to have)
Knowledge, Skills & Abilities (must have)

Faculty - Applicant Document Review

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Revised: 01/21/2016

Form 1

Position Title:

Position #:

Dept. Name:

Posting #:

	Place an X in the box if the applicant does not meet the criterion.					Do not add, remove or change criteria.	
* Veterans Preference # Bumping Rights ^ Police-1 @ Police-N		Knowledge, Skills & Abilities	Knowledge, Skills & Abilities	Written Communication Skills	Leadership (if applicable)		Interview? Y or N
Applicant Name	Education	Teaching	Scholarship			Notes	
1.							
2.							
3.							

APPROVALS

Search Chair: _____
 Dept Chair/Budget Officer: _____
 Dean/Budget Review Officer: _____

Date: _____ / _____ /2016
 Date: _____ / _____ /2016
 Date: _____ / _____ /2016

Please email an electronic copy for data entry when completed to HR (Employment@wichita.edu)

Please submit a copy when completed to the Office of Academic Affairs at Box 13.

(Keep original in search file)

Form 2

All successful candidates under consideration for hire at WSU should be passionate in the following competencies which represent the University's values.

Adaptability

Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

- * Acts as a change agent by adapting to and implementing appropriate changes in culture, strategy and regulatory requirements.
- * Balances and prioritizes competing needs such as worker comfort, safety and fiscal concerns and demonstrates and promotes flexibility in a changing environment.
- * Encourages others to identify options and make recommendations to meet competing needs.

Teamwork

Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.

- * Provides guidance, delegates responsibility, and ultimately approves methods of accomplishing given goals.
- * Accepts responsibility for implementation of team goals.
- * Values the contribution of all team members and engenders group integrity.
- * Encourages and expects equal contribution from all team members.

Inclusiveness

Demonstrates the ability to work effectively in an environment consisting of diverse individuals from varying backgrounds and cultures.

- * Values the perspectives and contributions of all people.
- * Recognizes that individuals from different communities have different strengths and needs, and that different cultures impact how people think and behave.
- * Helps ensure that all employees are heard and that all backgrounds are respected.
- * Is open to change and works to encourage open, honest dialogue that helps foster an inclusive work and learning environment.

Initiative

Takes action beyond required or expected effort and proactively originates action rather than only responding to suggestions and directions from others.

- * Establishes goals for oneself and others that are reachable, but also challenge to do better than before.
- * Proactively seeks out and seizes opportunities that will further the University's mission.
- * Demonstrates perseverance in working and focusing on a difficult problem until it is resolved.
- * Coaches and motivates others to put extra effort into assignments and assume additional responsibilities.

Phone/Skype Candidate Status Examples	Declined, Move to Interview, Not recommended for interview, Possible backup, Withdrew
Interview Status Examples	Declined, Backup candidate, Not acceptable for hire, Recommended for hire, Withdrew

(This page not needed in search file)

Faculty - Candidate Selection

Form 2

Phone/Skype
 Interview
 Other: _____

Candidate Name: _____ Posting #: _____ Position #: _____
 Position Title: _____ Dept. Name: _____
 Evaluated by: _____ Date: ____/____/2016

Does this candidate have Veterans Preference rights? Yes No

Do not add, change or remove criterion.	Notes
Education	
Knowledge, Skills & Abilities - Teaching	
Knowledge, Skills & Abilities - Scholarships	
Communication Skills	
University Competencies:	
<i>Teamwork</i>	
<i>Inclusiveness</i>	
<i>Initiative</i>	
<i>Adaptability</i>	
Leadership (if applicable)	

Comments:

Candidate Status

APPROVALS

Search Chair: _____ Date: ____/____/2016
 Dept. Chair/Budget Officer: _____ Date: ____/____/2016
 Dean/Budget Review Officer: _____ Date: ____/____/2016

Please submit a copy when approved to the Office of Academic Affairs at Box 13.

(Keep original in search file)