

**Assistant Director of Admissions
Search & Screen Process**

October 2006

1st meeting – October 6, 2006

- Review timeline
- Director of Admissions expectations
- Process of reviewing resumes/application materials

Each committee member will:

1. Review each application, evaluate based on required/preferred criteria and complete a scoring sheet
 2. Return score sheet to Chair
 3. Chair will compile results and bring to the next scheduled meeting
 4. Share scores and review candidates at the next meeting
- Confidentiality
 - Determine **2nd meeting** from the following list (availability as of 10/2 according to Groupwise busy search)
 - Monday, November 6 – 2:00 PM
 - Friday, November 10 – 9:00 AM
 - Monday, November 13 – 2:00 PM
 - Discuss Telephone interviews and possible dates
 - Friday, November 17 – 2:00 - 4:00 PM
 - Wednesday, November 22 – 9:00 – 11:00 AM
OR 2:00 – 4:00 PM

2nd meeting – Week of November 6

- Review candidates spreadsheet
- Select candidates for phone interviews
- Select questions for phone interviews

3rd meeting – Week of November 20

- Choose top candidates from phone interviews
- Select candidates to interview on campus
- Decide on questions to ask each candidate during on-campus interview

On-campus interviews – Availability based on Groupwise calendar 10/3 for 9am or 1PM

- Monday, December 4 - AM
- Wednesday, December 6 – AM
- Wednesday, December 13 – AM
- Friday, December 15- PM
- Monday, December 18 - AM

- The Director of Admissions will check references on the finalists either before or after the on-campus interview. The references will be asked the same questions for each candidate.

4th meeting – Week of December 18

- Evaluations returned and compiled
- Distribute Candidates Evaluation summary for finalists and make recommendation

SAMPLE

Acknowledgement Letter

Date

Dear :

Thank you for your interest in the Assistant Director of Admissions position at Indiana University-Purdue University Fort Wayne.

The Search Committee will follow this timetable:

Mid/Late-October	Begin Resume Review
Mid/Late-November	Conduct Telephone Interviews
Early/Mid-December	Conduct Campus Interviews

The beginning salary for this 12-month full-time professional staff position is in the Low-\$30,000s.

We expect the candidate pool for this position to be highly competitive. If you do not hear from us for a telephone interview according to the time table listed above, please assume that other candidates were more competitive.

Please fill out the enclosed Office of Affirmative Action form and return it in the enclosed envelope as soon as possible. It should be returned even if you have filed this form already for another IPFW position you have applied for in the past.

Sincerely,

Enclosures

**Assistant Director of Admissions
RESUME SCREENING CRITERIA**

Candidate: _____

Evaluator: _____

Response Scale:

4 = Superior; 3 = Above Average; 2 = Acceptable; 1 = Marginal; 0 = Unacceptable or Does Not Have

Required

<p>A. Degree / Education Bachelor's Degree (Higher numbers indicate relevance to position).</p>	<p>4 3 2 1 0</p>
<p>B. Experience Two years experience in admissions counseling in a higher education setting or closely related experience.</p>	<p>4 3 2 1 0</p>
<p>C. Knowledge, Skills & Abilities Demonstrated experience with web-based recruitment technology, integrated student information systems, excellent organizational skills, and valid driver's license necessary. Excellent verbal and written communication skills required.</p>	<p>4 3 2 1 0</p>

Required Total: _____

Preferred

<p>D. Degree/Education Master's Degree. (Higher numbers indicate relevance to position).</p>	<p>4 3 2 1 0</p>
<p>E. Knowledge, Skills & Abilities Fluency in Spanish.</p>	<p>4 3 2 1 0</p>

Preferred Total: _____

Comments:

Grand Total: _____

Assistant Director of Admissions - Search

Telephone Interviews
KT 107 – Conference Phone

Friday, November 17, 2006

3:00 – 3:30 – **Applicant Name – (999) 555-5555**

I. Greeting and Introductions (Patrick)

II. Questions

(Patrick) – Can you briefly explain how you believe your background is appropriate to this position?

(Carol) – Please give 2-3 examples of web recruitment technologies or electronic software packages that you have personally used in student recruitment. Approximately how many high schools did you visit in a fall travel season? How many college nights?

(Frank) – Please describe your experiences with integrated electronic student information systems.

(JoAnne) – What experience do you have working with those of who are culturally different or who speak a different language than you?

(Gerry) – In working with prospective students, what information concerning financial aid should be provided?

(Patrick) – What are your questions?

III. Process Timeline (Patrick)

**Assistant Director of Admissions
Campus Interview Itinerary
Tuesday, December 12, 2006
Candidate Name**

8:15 - 9:00 a.m. – Search Committee – Kettler Hall Room 178

9:00 - 9:30 a.m. – Dr. Jane Doe, Vice Chancellor of Student Affairs – Kettler Hall Room 172

9:45 – 10:15 a.m. – Carol Smith, Director of Admissions – Kettler Hall Room 111

10:15 – 10:45 a.m. – Admissions Office Staff – Kettler Hall Room 178

11:00 – 11:45 a.m. – Division of Student Affairs & Campus Community – Kettler Hall Room 178

During this portion of the interview, be prepared to do your 10-minute presentation (Power Point format preferable) to prospective students and parents describing academic programs, athletics, and student life either at IPFW or your current institution.

12:00 – 1:00 p.m. – Lunch with Admissions Staff

Local Candidate - Interview Confirmation Letter

date

name and address

Dear _____ :

It is my pleasure to confirm your interview for the assistant director of Admissions position scheduled for _____, at Indiana University-Purdue University Fort Wayne (IPFW), from _____ to _____.

I will meet you in the lobby of Kettler Hall on _____, and you'll begin your visit with the search committee. Enclosed is the itinerary for your interview, a guest parking permit for any "A" lot on campus, and information about IPFW. Please feel free to contact me at (260) 481-6128 (work) or (260) 982-7954 (home) if I may provide any additional information for you.

Please be prepared to do a 10-minute presentation (Power Point format preferable) to prospective students and parents describing academic programs, athletics, and student life either at IPFW or your current institution.

I look forward to your arrival!

Sincerely,

Patrick McLaughlin, Chair
Search and Screen Committee

Enclosures

Out-of-town candidate - Interview Confirmation Letter

date

name and address

Dear _____ :

It is my pleasure to confirm your interview for the assistant director of Admissions position scheduled for _____, at Indiana University-Purdue University Fort Wayne (IPFW), from _____ to _____.

I have arranged hotel accommodations for _____ night, _____, at Don Hall's Guesthouse, 1313 West Washington Center Road, phone – 260-489-2524. Your room confirmation number is _____.

I will meet you in the lobby of Kettler Hall on _____, and you'll begin your visit with the search committee. Enclosed is the itinerary for your interview, a guest parking permit for any "A" lot on campus, and information about IPFW. Please feel free to contact me at (260) 481-6128 (work) or (260) 982-7954 (home) if I may provide any additional information for you.

Please be prepared to do a 10-minute presentation (Power Point format preferable) to prospective students and parents describing academic programs, athletics, and student life either at IPFW or your current institution.

I look forward to your arrival!

Sincerely,

Patrick McLaughlin, Chair
Search and Screen Committee

Enclosures

Appropriate and Inappropriate Interview Questions

Often a hiring supervisor or manager will wish to set aside a block of time for the candidate to meet informally with faculty, staff, and/or students. Such occasions are intentionally unstructured so that they may become better acquainted with the candidate. It is in precisely these situations, however, where care must be taken to avoid asking questions or making comments — either directly or indirectly — that relate to race, the derivation of one’s name, ethnic origin, religion, marital status, parental status, disability, sexual orientation, age, political affiliations, or other personal matters. Such questions or remarks create a negative impression of the department and the University.

The following are examples of appropriate and inappropriate interview questions by subject matter. During the interview process or even during casual conversation, care should be taken not to ask questions that may elicit inappropriate information about the candidate.

Subject	Appropriate	Inappropriate
Address	“How long have you lived in this area?”	List of previous addresses, how long at each address.
Age	NONE	Questions about age, requests for birth certificates
Arrest Record	Indiana law permits questions on pending charges if related to job, i.e., security or sensitive jobs.	Questions about pending charges for jobs other than those mentioned
Family	NONE	Number and ages of children, child bearing/rearing queries
Citizenship	May ask questions about legal authorization to work in the specific position if all applicants are asked	May not ask if person is a U.S. citizen
Convictions	May ask if any record of criminal conviction and/or offenses exist if all applicants are asked	Questions about convictions unless the information bears on job performance
Education	Inquiries about degree or equivalent experience	Questions about education that are not related to job performance
Disability	May ask about applicant’s ability to do job-related functions	Question (or series of questions) that is likely to solicit information about a disability
Marital or Parental Status	Whether applicant can meet schedule or job requirements. Should be asked of both sexes	Any inquiry about marital status, children, pregnancy or child care plans
National Origin	May ask all applicants if legally authorized to work in this specific position	May not ask if person is a U.S. citizen
Personal Finances	NONE	Inquiries regarding credit record, owning a home, or garnishment record
Political Affiliation	NONE	Inquiries about membership in a political party.
Organizations	Inquiries about professional organizations related to the position	Inquiries about professional organizations suggesting race, sex, religion, national origin, disability or sexual orientation
Race, Color or Sexual Orientation	NONE	Comments about complexion, color of skin, height, weight or sexual orientation
Religion	Describe the work schedule and ask whether applicant can work that schedule. Also suggest that accommodations to schedule are possible.	Inquiries about religious preferences, affiliation, or denominations
Work Experience	Applicant’s previous employment experience.	Inquiries regarding protected group members
Medical Conditions	NONE	How many sick days have you used? Are you pregnant? Are you currently under the care of a psychiatrist? for drug/alcohol addiction?

**Admissions Office
Assistant Director
Open Interview Input Form**



**Kettler Hall - Room 111
2101 E Coliseum Blvd
Fort Wayne IN 46805-1499
(260) 481-6812**

The Search Committee would like to thank you for attending this open interview session for one of our candidates for the position of Assistant Director of Admissions. Your input is important to us.

We are looking for the most qualified candidate with experience in a higher education setting or closely related experience. Also sought are skills and experience in web-based recruitment technology, integrated student information systems, and excellent organizational skills. Information from the job posting is listed below to further help you provide valued comments, and evaluation.

RESPONSIBILITIES:

Will conduct recruitment activities through high school visits, college fairs and campus tours; provide assistance for phone inquiries or walk-ins; will review student credentials and provide admission counseling; serve as academic advisor, and maintain admissions website.

QUALIFICATIONS:

Bachelor's degree required; master's preferred. Two years experience in admissions counseling in a higher education setting or closely related experience required. Demonstrated experience with web-based recruitment technology, integrated student information systems, excellent organizational skills, and valid driver's license necessary. Excellent verbal and written communication skills required. Fluency in Spanish is preferred.

**Please return this form to Patrick McLaughlin, KT 107, by Noon Monday,
December 18, 2006 to be considered in the selection process.
Thank you for participating in the search process!**

Candidate Name: _____ Date: _____
Last First MI

(Optional) Evaluator: _____ Signature: _____

IPFW Department: _____ Phone: (____) ____ - _____

Evaluation

	Lowest				Highest
1. Overall Impression:	1	2	3	4	5
2. Communication Skills:	1	2	3	4	5
3. Skills to get the job done:	1	2	3	4	5
4. Experience/ability to work with diverse groups:	1	2	3	4	5

(Choose One Below)

Recommend

Recommend with Reservations: (please comment)

Do Not Recommend: (please comment)
