**TEMPLATE**

**meeting MINUTES**

**Candidate phone Interviews**

**[POSITION TITLE] - [POSITION NUMBER]**

**[DATE] and [BUILDING, ROOM NUMBER]**

Present: **[LIST COMMITTEE MEMBER NAMES]**

Number of Guests: **XX**

Minutes prepared by **[NAME**].

**WELCOME**

Committee Chair **[NAME]** opened the meeting at **[TIME**]. The committee was informed that the meeting was being conducted under the Florida Sunshine Law, the meeting was open to the public and was noticed on the UWF Public Meetings webpage. Any guest wishing to make a 3-minute public comment must sign-in prior to the meeting.

The purpose of the meeting was to conduct candidate phone interviews. The same interview questions will be asked of each candidate.

**Candidate Interview #1**

Candidate **[NAME]** was called at **[TIME]**. The interview proceeded. The candidate interview call ended at **[TIME]**.

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

**Candidate Interview #2**

Candidate **[NAME]** was called at **[TIME]**. The interview proceeded. The candidate interview call ended at **[TIME]**.

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

**Candidate Interview #3**

Candidate **[NAME]** was called at **[TIME]**. The interview proceeded. The candidate interview call ended at **[TIME]**.

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

**Discussion**

After the phone interviews, the committee discussed the phone interview candidates. A motion was made by **[NAME]** to recommend the following candidate(s) for campus interviews. The motion was second by **[NAME]**. The motion passed.

**[LIST CANDIDATE NAMES]**

**Closing**

The meeting closed at **[TIME].**

**sample**

**meeting MINUTES**

**Candidate phone Interviews**

**Director, Sponsored Research – Position #123410**

**July 16, 2015 – Building 12, Alumni Room**

Present: **John Smith, Mary Williams, Edward Wallace, James Roy, Robert Simard, and Linda Rodgers**

Number of Guests: **3**

Minutes prepared by **Judy Girard**

**WELCOME**

Committee Chair **John Smith** opened the meeting at **10:00 a.m.** The committee was informed that the meeting was being conducted under the Florida Sunshine Law, the meeting was open to the public and was noticed on the UWF Public Meetings webpage. Any guest wishing to make a 3-minute public comment must sign-in prior to the meeting.

Committee members introduced themselves. An information package was distributed. The package included a printed list of committee members, timeline, position description, position advertisement, advertising publications, Sunshine Recruitment Key Points. Information was also provided on the website hosting Sunshine Recruitment information and templates.

**Candidate Interview #1**

Candidate **Sara Peters** was called at **10:15 a.m.** The interview proceeded. The candidate interview call ended at **11:00 a.m.**

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

**Candidate Interview #2**

Candidate **James Henry** was called at **11:15 a.m.** The interview proceeded. The candidate interview call ended at **12:10 p.m.**

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

**Candidate Interview #3**

Candidate **Harry Longmire** was called at **12:45 p.m.** The interview proceeded. The candidate interview call ended at **1:25 p.m.**

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

**Discussion**

After the phone interviews, the committee discussed the phone interview candidates.

A motion was made by **Edward Wallace** to recommend the following candidate(s) for campus interviews. The motion was second by **[NAME]**. The motion passed.

* **Sara Peters**
* **Harry Longmire**

**Closing**

The meeting closed at **2:00 p.m.**