**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 in the @UWF Faculty and Staff Newsletter. 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 in the @UWF Faculty and Staff Newsletter. 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.**