

**Sample Justification Notes | with thanks to University Advancement for sharing this training document. Notice that the initial screening stages are at the end of the document because information was added as the search progressed.**

(Position Title)  
(Department)  
(Search #)

***Request to Offer  
(Date)***

*Candidate 1* – demonstrated excellent verbal and written communication skills throughout the search process; overall experience is not as strong as top candidate – does not possess the direct knowledge/experience with advancement functions that top candidate does; more limited experience using database programs, specifically Banner; reference contacted provided positive feedback

*Candidate 2* – demonstrated excellent verbal and written communication skills throughout the search process; strong overall knowledge and experience with specific knowledge/experience in advancement functions in higher education and strong knowledge of University of Idaho policies, business procedures and organization structure; references contacted provided positive feedback

**Request to Proceed w/ In Person Interviews**

**1<sup>st</sup> Consideration Pool**

**(Date)**

**Yes:**

*Candidate 1* – applicant demonstrated excellent verbal communication skills in the interview; strong responses to all questions demonstrated good overall knowledge and experience related to the position with some limited experience using Banner

*Candidate 2* – applicant demonstrated excellent verbal communication skills in the interview; response to question #3 demonstrated excellent public relations skills and ability to maintain composure under pressure; strong experience performing related responsibilities specifically in advancement functions

**No:**

*Candidate 3* – overall experience is not at the level of the top candidates; communication skills demonstrated in the phone interview were not as strong as top candidates – responses to questions lacked detail on experience/knowledge.

**Request to Proceed w/ Phone Interviews**

**1<sup>st</sup> Consideration Pool**

**(Date)**

**Yes:**

*Candidate 1* – applicant meets minimum qualifications, strong experience providing administrative support; possesses associate's degree in business; experience using database and software

programs, specifically Banner; familiarity/experience with University of Idaho policies, business procedures and organizational structure

*Candidate 2* – applicant meets minimum qualifications, strong experience providing administrative support; strong knowledge/experience with advancement functions in higher education including alumni, outreach and fundraising; experience using database and software programs, specifically Banner; strong familiarity/experience with University of Idaho policies, business procedures and organizational structure

*Candidate 3* – applicant meets minimum qualifications, good administrative support experience with experience using database and software programs, specifically Banner; familiarity/experience with University of Idaho policies, business procedures and organizational structure

**Reserve:**

*Candidate 4* – applicant meets minimum qualifications, some work experience providing administrative support although not as strong as top candidates, has limited knowledge with University of Idaho policies, business procedures and organizational structure

**No:**

*Candidate 5* – applicant meets minimum qualifications, overall experience is more limited than top candidates, lacks familiarity with University of Idaho policies, business procedures and organizational structure that top candidates possess

*Candidate 6* – applicant meets minimum qualifications, but lacks the level of administrative support experience top candidates possess

***Does Not Meet MQs: (When screening for minimums candidates must possess all qualifications identified in the minimum qualifications. If they do not meet ALL then they are not able to move forward for further consideration)***

*Candidate 7* – sub-committee could not determine level/years of experience providing administrative support as the applications materials provided limited detail

*Candidate 8* – lacks experience planning, organizing, implementing and evaluating special projects

***\*Justification should reference the candidate's experience/knowledge in each of the qualifications identified in the job description***

Position Qualifications

**Minimum Qualifications**

- 1 year of experience providing administrative support
- Experience planning, organizing, implementing and evaluating special projects
- Experience analyzing information, identifying problems, defining alternatives and developing recommendations for management/administrators
- Possess excellent written and oral communication skills

**Preferred  
Qualifications**

- Good knowledge of office support functions; word processing, filing, composing a variety of business documents, reception
- Associate's degree or bachelor's degree in office management, business or related field
- 3-5 years of experience providing administrative support
- Demonstrated ability to maintain confidentiality while managing highly sensitive documents and information
- Familiarity with University of Idaho policies, business procedures and organizational structure
- Experience using database and software programs such as Banner, Microsoft Office Suite (Excel, Word, etc.)
- Knowledge of advancement functions in higher education, i.e. fundraising, outreach, communications, alumni relations, etc.
- Excellent public relations skills and ability to maintain composure under pressure
- Demonstrated ability to work independently with minimum supervision
- Demonstrated ability to set priorities for assigned work