

# Kirkwood Community College Search Information Form

This form must be completed and attached to the Personnel Action Form (PAF) when requesting a full-time board approved position.

- Internal Only (current full-time, part-time and adjunct employees only)
- Internal/open register (open to anyone but will not advertise)
- Open (advertisement in newspaper(s) allowing anyone to apply)

Any other publications will need to be approved by Human Resources.

- Cedar Rapids Gazette
- Des Moines Careerbuilder
- Cedar Rapids Corridor Careers
- Other recommendations below:

Search Committee participants- must be a minimum of three persons involved

Chairperson(s):

Review of applications:

Interview:

Initial screening will begin five business days after the first advertisement. If screening is to begin later, please

specify date:

**Specify three questions which will be asked of each candidate being interviewed.**

**1.**

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**2.**

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**3.**

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