Delta College

Memo

| To: | Hiring Manager/Department Head |
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| From: | Search Chair |
| Cc: | Manager of Recruitment |
| Date: | October 15, 2021 |
| Re: | Recommendation for hire |

After conducting nine phone interviews (one withdrawal) four candidates were chosen for onsite/virtual interviews that included candidate #1, candidate #2, candidate #3 and candidate #4. After evaluation and deliberation the recommendation of the committee is to offer the job to candidate #3. Candidate #3 is a solid candidate who has many strengths she will bring to this full time role. Some of those strengths are as follows:

* *Great personality and communication skills*
* *Has worked in higher education for 8 years in admissions and dual enrollment*
* *Knowledge and understanding of the dual enrollment structure in the State of Michigan*
* *Has helped build Early Middle College programs*
* *Has built a paperless process for dual enrollment*
* *Solid understanding of the enrollment process including admissions, outreach, financial aid and enrollment.*
* *Database and CRM experience*

Please accept the committee’s recommendation for hire.

Signed,

Search Chair