

WORKSHEET FOR CANDIDATES' TRACKING

To be maintained by the secretary of the Search Committee

Names of candidates whose profiles Have been received	Profile Acknowledgement	Profile read by entire Committee	Candidate eliminated unanimously	Letter sent to person eliminated	Candidate no longer interested	Sermon tapes requested & listened to	Reference Checks done	Candidate to be interviewed	Phone calls made and interviews scheduled	Interviews Conducted	Candidates to be visited	Visits completed	Letter sent to those no longer being considered	Candidate who has accepted call	Letters to all remaining candidates

Whenever a checkmark falls in a highlighted column, that candidate's name ought to be crossed out to make it easier to see who is still being considered. This chart will show the committee's progress with each candidate throughout the search process.