

RECEIVED
SEP 30 1976

TO: Ernest Thomas
Director
Third World Coalition

DATE: September 1, 1976

FROM: Fran Allen
DTF Chairperson

SUBJECT: DTF for Selection of Director
and Educational Coordinator
of Upward Bound
FINAL REPORT AND RECOMMENDATIONS

Attached are the final report (outlining procedures followed) and the recommendations of the DTF committee. The members of the DTF were Fran Allen, Irene Delgado, Diane Miller, Robin West and Gail Martin.

EXPLANATION OF PROCEDURES USED IN SCREENING PROCESS

The DTF committee received a total of 22 applications for the Director position and 36 applications for the Educational Coordinator. The first order of business was to screen out those applicants who did not meet minimum qualifications as outlined on Employment Opportunities Bulletins #767-003 and #767-004, and to screen out those applicants who did not turn in complete files as outlined in the above Bulletins.

After this was done, letters were sent to those applicants without complete files to inform them to return the missing items as soon as possible. Some replied, some didn't. (See attached report.)

The next step we took was to review each file based on the following questions: 1. Is the file complete as of the deadline of August 23? 2. The candidate meets minimum qualifications? 3. Does person have at least one year of experience as a teacher, administrator, counselor, or tutor with the target group? 4. Does candidate have experience with grant writing, proposal writing, and federal agency requirements related to Upward Bound or other similar programs? 5. Does the applicant have related administrative experiences in an educational environment? 6. Does the applicant have the ability to conduct follow-up research and program research and evaluation? 7. Does the applicant have public relations skills, the ability to raise the consciousness of the environment in order to muster support for a program? 8. Does the applicants philosophy statement and cover letter indicate the ability to read and write, to articulate clearly a point of view? (These were questions answered when reviewing applications for Director. The following questions were used when reviewing candidate's files for Educational Coordinator.) 1. Does the applicant have experience with the target group as a teacher, counselor, tutor (minimum, one year). 2. Does the candidate have experience in planning programs in areas of skills development, curriculum? 3. Does the candidate show experience with identification, supervision, training of volunteer personnel? 4. Does the candidate have experience with group process, a knowledge of group dynamics? 5. Does the candidate have experience and knowledge of the public school system and its relation & effect on the target group? 6. Does the candidate have counseling experience? 7. Does

the candidate have the ability to articulate (e.g. cover letter, philosophy statement). 8. Does the candidate have the ability to gather data on program participants (form-making skills) and organize that information? We also required that the applicants meet minimum qualifications and have a completed file, but I got the numbers mixed up. They should have been 1. and 2. on this list of questions for Educational Coordinator applicants.

After this screening, we decided to interview the following applicants for Director - Jeff Skelton, Deborah Matlack, and Eleanor Weston; we decided to interview the following applicants for the position of Educational Coordinator - Richard Watts, Rick Rickman, Marty Lind, Dennis Pearson, Phil Briscoe; one person - Kristie Farley, was chosen for interviewing, but declined saying she felt a Third World person should get the job.

The next step was to conduct interviews with the people listed above. The attached list of questions (on green paper) were used for the final screening process. Applicants were rated from one to five on each question. Each interviewer is submitting the results of this along with an evaluation of each candidate. It is our intention that you consider both of these components in your final selection. It was difficult to rate each person, it was a long a tedious task, but we all discussed it at the end and we expressed to each other that we felt that the work we had done was the best we could do.

So, attached is each interviewers evaluations on the candidates they feel worthy of recommendation. Thank you for this opportunity to work on the DTF. Personally speaking, I have found it very rewarding and I hope that I may do it again. It's hard work, but I did truly enjoy it.

cc: Gail Martin
Diane Miller
Robin West
Irene Delgado
Rindetta Jones
Ed Kormondy
Charles McCann
Dean Clabaugh
Cooper Point Journal
KAOS Radio
Information Center ✓
Judy Annis