

To Screening Committee
From James L. Graves
Subject _____

UNIVERSITY OF IDAHO
Inter-Office Memorandum

Date June 24, 1974

It has been rather disappointing, but understandable, that the committee has not been able to get together to review candidates.

Members of the committee have met individually and in small groups and as a result the approximately 300 candidates who applied have been screened down to a group of 56. I would like to request that each member of the committee review the 56 applicants that are remaining. There is an evaluation sheet in the folder of each applicant. These individual evaluations should be completed by Friday, June 28.

I would propose that we have a meeting of the entire committee on Monday morning July 1 at 9:00 a.m. Purpose of this meeting will be to review the individual evaluations to come up with an applicant pool of approximately 20 to 30 applicants. Submit to Vice President Coonrod a list which would contain the top five, the second 5 and the remaining applicants. This I would hope would complete our job and would make it possible for Dr. Coonrod and the administration to bring in candidates for interview and I hope eventually hire the best person.

I hope that you will be able to review these individually before the first and will be able to be at the meeting on the first so we can complete our assignment.

The applicants are available through my secretary. I will be out of Moscow the week of June 24.

RECEIVED

JUN 25 1974

OFFICE OF THE PRESIDENT
University of Idaho