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| **Executive Profile Information Template Request Form**  Kansas State University  **(FOR INTERNAL USE ONLY)** |  |

To begin production on an Executive Search Profile, your office must complete this form along with the “Executive Profile Content” document included with the additional attachments. Our office will use the information from these two documents to create both the preset and customizable versions of your final profile. Please review these documents in their entirety and complete all sections thoroughly and accurately to ensure your profile is completed on schedule and to your specifications. If you have any questions, please contact our office directly.

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| Search Information | |
| Search Launch Date: |  |
| Position Title: |  |
| Department, Division or College: |  |
| Search Firm: |  |
| Search Firm Contact: |  |
| Kansas State University Contact:  *This person will serve as the point of contact for our office for any questions regarding the search process or the Executive PositionProfile. Please include both name and contact information. If necessary, multiple contacts can be included.* | |
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| Executive Profile Preset Information | |
| Our executive profile template includes several sections of prewritten content that covers various aspects of the university and the Manhattan community. Please indicate in the boxes below which sections you would like your final profile to include by marking them “Yes” or “No”. Complete text for these sections can be found at the end of this document for your reference. These sections may not be altered when included with the final profile. | |
| About the Institution: |  |
| University Mission, Vision and Values and Diversity and Inclusion: |  |
| The Community: |  |

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| Photo Inclusion and Selection | |
| Depending on the overall length of content in different sections, it may be necessary to include pictures to fill space and maintain the visual quality of your final profile document. Additionally, the standard profile template includes images on both the font and backside of the final document. Please indicate below any requests or guidance you have for our staff when selecting pictures to include in these different areas. It is best to include several options of broad topics to ensure our staff can locate photos suitable for the final profile. If no guidance is included, our staff will use their professional judgement to select photos related to the position. | |
| Cover Page: |  |
| Back Cover: |  |
| Pictures for remainder of document: |  |