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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ciudad** | **Popayán** | | | **Departamento al que pertenece el Comité de Selección** | | | |  | |
| **Fecha** |  |  |  | | **Hora Inicio** | **Hora Finalización** | **Lugar de desarrollo** | | **ACTA**  **No** |
|  |  |  | |  |
| **Día** | **Mes** | **Año** | |

**ORDEN DEL DIA**

1. **Verificación de Asistencia**
2. **Presentación del Tema Específico**
3. **Presentación de la Propuesta Académica**
4. **Interacción con el comité de Selección**
5. **Calificación de la entrevista**

|  |  |
| --- | --- |
| **No** | **Estructura de la sesión** |
| **1** | Listado de aspirantes que pasaron a la fase de entrevista con el puntaje obtenido en la calificación de la hoja de vida. |
| **2** | Calificación consolidada por aspirante con base en el puntaje otorgado por cada integrante del Comité en el ***PM-FO-4-FOR-73\_Anexo Calificación de Entrevista***. |
| **3** | Listado de aspirantes que obtuvieron mínimo 70 puntos en la entrevista. |
| **4** | Listado del puntaje total del aspirante:  Perfil sin prueba escrita o audición**: PT = 0.6\*VH + 0.4\*VE** |
| **5** | Listado de los tres primeros aspirantes en orden descendente que pasan a la prueba psicotécnica. |

**DESARROLLO DE LA REUNIÓN**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. Listado de aspirantes que pasaron a la fase de entrevista con el puntaje obtenido en la calificación de la hoja de vida.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** | **Nombre completo del aspirante** | **Tipo ID** | **#ID** | **Calificación Hoja de Vida (VH)** | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  |  1. **Calificación consolidada por aspirante** con base en el puntaje otorgado por cada integrante del Comité en el ***PM-FO-4-FOR-73\_Anexo Calificación de Entrevista***.  | **Nombre del aspirante** |  | | | **Tipo ID y # ID** | |  | | | --- | --- | --- | --- | --- | --- | --- | --- | | **Integrante comité** | **Cargo** | **1.3.1 Presentación del tema: hasta cuarenta (40) puntos,** | | **1.3.2 Propuesta Académica:** Hasta (30) puntos. | **1.3.3 Aspectos Generales de interacción con el comité de selección:**  Hasta 30 puntos. | | **Total Entrevista** | | **Presentación**: Hasta 30 puntos | **Habilidades didácticas o de innovación educativa:**  Hasta 10 puntos | |  | Presidente |  |  |  |  | |  | |  | Coordinador (a) |  |  |  |  | |  | |  | Secretario (a) |  |  |  |  | |  | |  | Profesor (a) |  |  |  |  | |  | |  | Profesor (a) |  |  |  |  | |  | |  | Profesional  en Psicología |  |  |  |  | |  | | **Total** | |  |  |  |  | |  |  1. Listado de aspirantes que obtuvieron **mínimo 70 puntos** en la entrevista.  | **No** | **Nombre completo del aspirante** | **Tipo ID** | **#ID** | **Calificación Entrevista (VE)** | | --- | --- | --- | --- | --- | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  |  1. **Puntaje total** de los aspirantes que obtuvieron mínimo 70 puntos en la entrevista:  * Perfil sin prueba escrita o audición: **PT = 0.6\*VH + 0.4\*VE**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No** | **Nombre Aspirante** | **# ID** | **Calificación Hoja de Vida**  **(VH)** | **Calificación Entrevista**  **(VE)** | **Puntaje total**  **(PT)** | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | 5 |  |  |  |  |  |  1. Listado de los **tres primeros aspirantes en orden descendente** que pasan a la prueba psicotécnica.  | **No** | **Nombre completo del aspirante** | **Tipo ID** | **#ID** | **Puntaje Total (PT)** | | --- | --- | --- | --- | --- | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | |

**RELACION PERSONAS ASISTENTES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **NOMBRE Y APELLIDO** | **CARGO** | **DEPENDENCIA / ENTIDAD** | **FIRMA** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

**OBSERVACIONES**

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|  |

**FIRMAS**

PRESIDENTE DEL COMITÉ SECRETARIO DEL COMITÉ: