Final Search Committee Report

Recruitment Number/Position Name	
Date of Candidate Selection	
Search Committee Chair & Member Names / Department	
Criteria • *Attach/Link the Job Announcement & Position Description that was posted externally.*	
Applicant Pool • *Attach/ Link a list of all applicants that were screened, interviewed, rejected and or withdrew with reason.*	
Search Process • *Date of Charge - Date of Final Recommendation* • *Attach/Link Committee Meeting Agendas & Notes* • *Attach/ Link a copy of the tool used to evaluate candidates applications and interviews?* • *Attach/ Link Interview Dates and On-Campus Schedule*	
Justification • *Attach a Summary of Qualifications for each final candidate (top 2-3) and justifications for the finalist.* • *Attach/Link the Final Recommendation letter sent to the Hiring Manager with Date*	
Miscellaneous • *Attach/Link reference check forms* • *Attach/Link copies of selection criteria, interview questions, and evaluation tools used*	

Search Committee Members' Signatures:

Chair:	Member:
Member:	Member:
Member:	Member:
Member:	Member:

Cc: Human Resources