

Interview Process

3) A.) List the names and titles of the interviewers:

B.) List the criteria used to rank those who were interviewed:

Departmental Preference

Attach all minutes and other relevant departmental documents related to this search.

4) A.) Total number of people on the final short list (i.e. applicants who were interviewed): _____

B.) List in order of preference only those to whom an offer would be extended based on the department's needs and the description as submitted in the Search Plan.

<u>Applicant Name</u>	<u>Reason(s) for Rank in Order</u>

C.) If any candidates interviewed would not be extended an offer, specify reasons for elimination.

Applicant Name	Reason(s) for Rank in Order

Note: 4a must equal 4b+c.

5) If no preferred candidate were to accept the position would you:

Reopen the search

Cancel the position

Consider candidates who were ranked lower on the list

6) Name of selected candidate: _____

Effective Date of Appointment: _____

Estimated Salary: _____

Department Chair Signature

Date