Date: \_\_\_\_\_ FPA#: \_\_\_\_\_

Department: \_\_\_\_\_

## **Recruitment Procedures**

1) Note any differences from the submitted hiring plan or additional candidate sources such as potential applicant files, etc.)

2) Describe in detail the screening process used to select applicants receiving further consideration. If more than one step was used in the procedure resulting in the ranking of applicants, describe each of the steps involved. Include the names of the search committee and identify the chair person.

## **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.

| Applicant Name | Reason(s) for Rank in Order |
|----------------|-----------------------------|
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C.) If any candidates interviewed would not be extended an offer, specify reasons for elimination.

| Applicant Name | Reason(s) for Rank in Order |
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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**