

I. Position Specifics				
JOID #		Dept./School		
Specialization				
II. Advertising				
1. Attach Position Announcement				
2. Places where Department posted Advertising: <i>(do not include: Northern California Higher Education Recruitment Consortium, HigherEdJobs, CSU Career Opportunities, CalJobs/Employment Development Department, SJSU Office of Faculty Affairs)</i>				
3. Attach copies of publications where position was advertised				
4. What efforts did the committee make to ensure appropriate outreach to potential applicants?: <i>(e.g. narrative description of web advertisements; telephone outreach to specific individuals and programs/Universities; outreach to PhD granting institutions; conferences attended; direct contact with pre- and post-doctoral fellows, etc.)</i>				
5. Attach Pool Report				
6. Total Number of Applicants:				
III. Evaluation Process				
1. List full name, select rank (ASTP, ASCP, PROF) and probationary/tenure status of each faculty member on the Recruitment Committee:				
	Name	Rank	Probationary	Tenured
1.			<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>
2. List the selection criteria from the Position Announcement to screen all applications:				

3. List the criteria and procedures followed in screening all applicants:

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4. Name of all applicants interviewed by phone, Skype, WebEx, etc.:

	1.			6.	
	2.			7.	
	3.			8.	
	4.			9.	
	5.			10.	

5. Please provide a detailed description of your interview process (format, questions posed, meetings, etc.):

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6. List the full name of all finalists interviewed on campus visits:

	1.	
	2.	
	3.	
	4.	
	5.	

7. Attach and complete a **separate** "Finalist Interview Evaluation Form" for each finalist in #6

8. Attach the vitae of each applicant listed in #6

9. Did you conduct a reference call as required by CSU Executive Order? Yes No

IV. Search Committee Final Ranking Report

*Instructions: List the names of the finalists in rank order as determined by the committee vote. Record the number of votes received. All committee members must sign and date. Submit with Recruitment Report. **Attach a memo explaining these rankings.***

	1 st Choice:					
	Number of votes for:		votes against:		absent:	
	2 nd Choice:					
	Number of votes for:		votes against:		absent:	
	3 rd Choice:					
	Number of votes for:		votes against:		absent:	

V. Unsuccessful Search

If the search was unsuccessful, check the primary reason the position was not filled (*Check only ONE item*)

<input type="checkbox"/> Budget	<input type="checkbox"/> Inadequate candidate pool
<input type="checkbox"/> Cancelled due to process irregularities	<input type="checkbox"/> Unknown
<input type="checkbox"/> Changes in staffing priorities	<input type="checkbox"/> Other (Please list reason):

VI. Signature and date of person(s) who prepared this report

_____	_____
Signature	Date
_____	_____
Signature	Date
_____	_____
Signature	Date

VII. Signed by All Members of Committee

_____	_____
Name (printed)	Signature
_____	_____
Name (printed)	Signature
_____	_____
Name (printed)	Signature
_____	_____
Name (printed)	Signature

VIII. Signature and date of Dean or Dean's Designee (MPP)

_____	_____
Signature	Date