

I. Position Specifics

Requisition Number		Dept./School	
Specialization			

II. Advertising

1. What efforts did the committee make to ensure appropriate outreach to potential applicants? (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.)

The following documents are attached to the Job Card in CHRS:

2. Positon Announcement	3. Outreach and Diversity Plan
4. Applicant Pool Report	5. Total Number of Applicants

III. Evaluation Process

1. List full name, select rank (ASTP, ASCP, PROF) and probationary/tenure status (Prob.= probationary) 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"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>
11.			<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>

III. Evaluation Process (continued)

2. List the selection criteria from the Position Announcement to screen all applications:

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

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4. Name of all applicants interviewed by phone, Zoom, 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.	

III. Evaluation Process (continued)

7. Attach and complete a **separate** [Academic Finalist Interview Evaluation Form](#) for each finalist in #6

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

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

_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date

VII. Signed by All Members of Committee

_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	_____
Name (Printed)	Signature	Date

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

_____	_____	_____
Name (Printed)	Signature	Date