

HIRING COMMITTEE: Recruitment Process Report
ALL SECTIONS OF REPORT **MUST** BE COMPLETED AND ATTACH ADDITIONAL PAGES IF
NEEDED

Department: _____ Search Number: _____ Date: _____

1. Committee Member Names:

2. Recruitment Strategies for This Position:

(Advertising Media, Publication/Dates, Posting Locations, Organizations)

Special efforts to recruit women, minorities, disabled

3. Total number of applications received: _____

4. Semi-Finalists/Short List:

(i.e. interviews conducted through phone, video format, video chat)

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.

5. Interviews on Campus, Not Recommended

Name	Male	Female	Highest Degree	Minority	Disabled	Veteran	Optional Ranking	Reason for Non-Selection (Include strengths and weaknesses, etc.)

6. Finalists Recommended

Name	Male	Female	Highest Degree	Minority	Disabled	Veteran	Optional Ranking	Reason for Ranking(1 st , 2 nd , 3 rd , etc.)/ Recommendation (Include strengths and weaknesses, etc.)

7. If you were unable to fill the search, please indicate why:

8. Were any offers declined? If yes, indicate finalist's names and reason.

TO BE COMPLETED BY HRT or SEARCH COMMITTEE CHAIR	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Signature: _____	Date: _____
TO BE COMPLETED BY DEPARTMENT CHAIR/UNIT DIRECTOR	
Recommend Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Signature: _____	Date: _____
TO BE COMPLETED BY COLLEGE DEAN/UNIVERSITY LIBRARIAN/ADMINISTRATOR	
Recommend Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Signature: _____	Date: _____
TO BE COMPLETED BY DEAN OF FACULTY AFFAIRS & PROFESSIONAL DEVELOPMENT	
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Signature: _____	Date: _____