

Recruitment Process Report

ALL SECTIONS OF REPORT **MUST** BE COMPLETED. ATTACH ADDITIONAL PAGES IF NEEDED. ALL DOCUMENTS MUST BE SUBMITTED BEFORE OFFER LETTER CAN BE GENERATED.

College: _____

Department: _____ Search Number: _____ Date: _____

1. Committee Chair & Member Names: _____

2. Recruitment Strategies for This Position: (Advertising Media, Publication/Dates, Posting Locations, Organizations)

3. Diversity Training (list webinars, workshops, etc.)

4. Total number of applications received: _____ Internal Candidates: _____

5. Attach Rubric used to select applicants for Intermediate List

6. Intermediate List (i.e. interviews conducted through phone, video conferencing, etc.)

1) _____	2) _____
3) _____	4) _____
5) _____	6) _____
7) _____	8) _____
9) _____	10) _____
11) _____	12) _____

7. Attach Phone/Skype/Zoom Interview Questions and Notes

8. On-Campus Interviews-short list

Name	Reason for Recommendation

9. Attach On-Campus Interview Questions, Notes, completed Evaluation Feedback Forms

10. Candidates Recommended to College Dean

Name	Reason for Ranking/ Recommendation

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

12. Were any offers declined? If yes, include name of candidate and reason.

TO BE COMPLETED BY HRT or SEARCH COMMITTEE CHAIR

Submitted by Committee Chair

Signature: _____ Date: _____

TO BE COMPLETED BY DEPARTMENT CHAIR/UNIT DIRECTOR

Recommend Approval: Yes No Comments:

Signature: _____ Date: _____

TO BE COMPLETED BY COLLEGE DEAN/UNIVERSITY LIBRARIAN/ADMINISTRATOR

Recommend Approval: Yes No Comments:

Signature: _____ Date: _____

TO BE COMPLETED BY DEAN OF FACULTY AFFAIRS & PROFESSIONAL DEVELOPMENT

Approval: Yes No Comments:

Signature: _____ Date: _____

FACULTY AFFAIRS USE ONLY

Minority Men	_____	_____
Minority Women	_____	_____
Non-minority	_____	_____
Men (ethnicity unknown)	_____	_____
Women (ethnicity unknown)	_____	_____
Minority (Sex unknown)	_____	_____
Non-Minority (sex unknown)	_____	_____
Ethnicity and sex unknown	_____	_____