Final Search Committee Report

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| --- | --- |
| Recruitment Number/Position Name |  |
| Date of Candidate Selection |  |
| Search Committee Names / Department |  |
| Criteria  * *Specify minimum and preferred requirements of the position* |  |
| Applicant Pool  * *How many applicants were screened* * *Internal/External* * *Applicants that withdrew* |  |
| Search Process  * *Date of Charge* * *Committee meeting dates and purpose of meeting* * *How candidates were evaluated* * *Number of candidates rejected (categorize by reason)* * *Interview dates* |  |
| Justification  * *Summary of qualifications for each final candidate* * *Recommendation to Hiring Manager* * *Justification why top candidate was chosen over other qualified candidates* |  |
| Summary  * *Dates of reference checks/ background checks* * *Copies of selection criteria, interview questions, and evaluation tools* |  |

Search Committee Members’ Signatures:

|  |  |
| --- | --- |
| Chair: | Member: |
| Member: | Member: |
| Member: | Member: |
| Member: | Member: |

**Cc: Human Resources**