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*
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| Applicant Pool* *How many applicants were screened*
* *Internal/External*
* *Applicants that withdrew*
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| 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*
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| Justification* *Summary of qualifications for each final candidate*
* *Recommendation to Hiring Manager*
* *Justification why top candidate was chosen over other qualified candidates*
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| Summary* *Dates of reference checks/ background checks*
* *Copies of selection criteria, interview questions, and evaluation tools*
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Search Committee Members’ Signatures:

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

**Cc: Human Resources**