

Post-Interview

Tenure Track Search Committee Report
Faculty, Administrative (Managers Level 190 and Above)
and Coach Positions
Good Faith Recruitment Procedures

(To Accompany the Appointment Form)

Requisition #

Position #

School/Administrative Unit:

Department:

Position(s) to be filled:

Individual responsible for report:

A. The Interview Stage:

1. The following candidates were contacted and offered an interview (copies are on file):

2. Replies were received from the following candidates, and their responses are noted (copies are on file):

3. Telephone inquiries were made about the following candidates selected for interviews, and the responses are noted:

4. List the candidates interviewed for the position and describe the outcome of each interview.

5. The candidate being recommended for this position is,

6. Is the candidate authorized to work in the United States? Yes No

7. Will the candidate require a visa sponsorship for employment with our university? Yes No

B. Summary:

Provide specific job-related reasons for each equity-group and/or underrepresented candidate who was interviewed but not offered the position. If an equity-group and/or underrepresented candidate was offered the position and declined the offer, explain the circumstances.

Post-Interview Recruitment Report Signature Page

Requisition #:

Position #:

Signature indicates approval of the preceding documentation, belief that an affirmative search is was conducted, and support of the department recommendation(s) unless comments are noted.

Department Chair/Supervisor

Date

Did the department meet the outstanding goals/under representation?

Yes
No
N/A

Comments:

Dean/Director

Date

Did the department meet the outstanding goals/under representation?

Yes
No
N/A

Comments:

Assistant to the President for Social Equity

Date

Did the department meet the outstanding goals/under representation?

Yes
No
N/A

Comments:

Appropriate Vice President

Date

Did the department meet the outstanding goals/under representation?

Yes
No
N/A

Comments:

Signature page **MUST** accompany each search committee report.

Please forward original signed document to the Office of Social Equity & Diversity.