Recruitment Process Summary

Requisition Title: _____ Requisition Number: _____

Form completed by: _____ _____ _____
            Name   *Signature*   *Date*

Role in Search Committee: Chair   Member   AA/EOR

SEARCH COMMITTEE MODEL

Pursuant to UARTP Section 6.06.B, please indicate the Search Committee model utilized in this search:

☐ Search Committee (Minimum of three faculty)
☐ Search Committee and Department Chair (Minimum of three faculty; Dept. Chair ex officio)
☐ Search Committee of the Whole with a Screening Committee

VERIFICATIONS & APPROVALS:

A. Qualifications – All qualifications have been verified and all candidates invited for interview meet ALL required qualifications: Yes   No (please explain) _____

B. Reference checks - Hiring committees are responsible for completing reference checks before an applicant is offered an appointment.
Reference checks completed: Yes   No (please explain) _____

C. Degrees – Was the highest/terminal degree verified for your recommended candidate(s)?

                    Yes   No (Please explain)_____

Highest degree verified: _____ Institution earned from: _____

Date Earned: _____ If degree verified is not terminal degree, deadline for obtaining terminal degree:_____

CANDIDATE(S) RECOMMENDED FOR APPOINTMENT

Please list the recommended candidate(s) for the position.

Choice	Candidate Name	Reasons for ranking (as it pertains to advertised job criteria)
1		
2		
3		

☐ No candidates recommended from pool.

APPLICANT ASSESSMENTS

Please list all applicants invited for on-campus interview.

Applicant Name	Which preferred qualifications did candidate meet?	Applicants **Strengths** in comparison to other applicants	Applicants **Weaknesses** in comparison to other applicants