**MEMORANDUM**

 To: (Name), Dean, School/College of XXX

 From: (Name), Search Committee Chair or Chair, College/Department of XXX (must be initialed or signed)

Re: UNMJobs Req#, PRC# (if applicable) Hire 1 of 1

Date:

The search committee had a final meeting on (add date). After a careful review of all the search materials and conducting interviews, in consideration of the needs of the College of XXX or Department of XXX, they have selected (add candidate name) to hire for the position of XXX.

*(If applicable/needed, include information if multiple hires and which hire this is from the Req, if search committee changed, if process from PAM was deviated from and why, if any other information from the search needs to be added).*

Below please find the Search Committee's detailed report.

Selection Process

All complete applications submitted by (*either add FBC date or cutoff date*), were reviewed for bona fide applicants. Add total # of applicants, # of bona fide and not bona fide applicants.

Second Look Process

The search committee reviewed the application materials again for these candidates of a protected class and determined that (*Choose: either they moved forward in the process or they did not possess sufficient qualifications to be considered further*).

Applicants not considered

Add names and reason for applicants not considered/moved forward.

XXX – reason

XXX – reason

XXX – reason

Telephone Interview (if conducted, not required)

Add who conducted and participated in the Telephone interviews.

Provide information on the process and reasoning for candidates chosen for telephone interview. (For example: The search committee devised a list of questions that would be asked of all candidates. Each member of the committee took turns asking questions. Each interview lasted XX minutes. All applicants selected for telephone interviews scored above XX points. The next highest point was an XX, creating a clear break).

Add candidate names, date of telephone interview and explanation of what happened.

XXX – date – explanation

XXX – date – explanation

XXX – date – explanation

On the basis of these interviews, we narrowed the candidate pool to # of candidates for In Person/Zoom Interviews.

In Person/Zoom Interview

Add candidate names and an explanation of what happened.

XXX – explanation

XXX – explanation

XXX – explanation

After interviewing the X# finalists, the committee met to discuss each interviewed applicant to make the recommendation for the position.

Conclusion

After final interviews, the search committee strongly supports offering the position to (*name*). The Chair/Department would like to hire (*Add candidate’s name, educational background, experience, and reasoning).*

The College/Department of XXX has adhered to federal and state civil rights laws and regulations prohibiting discrimination and fulfilled its commitment to uphold the University's equal employment opportunity values and policies. 3210: Recruitment and Hiring and 2720: Equal Opportunity and Prohibited Discrimination (Interim)