

MEMORANDUM

TO:

FROM:

RE:

DATE:

The search committee had a final meeting on _____ After a careful review of
all the search materials and conducting interviews, in consideration of the needs of the
_____, they have selected _____ to hire for
the position of _____.

(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.

Second Look Process

The search committee reviewed the application materials again for candidates of a protected class and determined that

Applicants not considered

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

Interviews

****All applicants selected for interviews scored points or above.**

Add candidate names, Type of interview (x2 if needed) and explanation of what happened.

Name	Interview One	Interview Two
Explanation		

Name	Interview One	Interview Two
Explanation		

Name	Interview One	Interview Two
Explanation		

Name	Interview One	Interview Two
Explanation		

Name	Interview One	Interview Two
Explanation		

Name	Interview One	Interview Two
Explanation		

After interviewing the 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

The _____ would like to hire _____
because:

The _____ 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)