

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 took a second look at female and under-represented groups. The search committee reviewed the application materials again for these candidates 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 fulfilled its long term commitment to uphold federal and state equal opportunity and affirmative action statutes and regulations in accordance with University values and policies.