



RECRUITMENT SUMMARY & FINALIST RECOMMENDATION

FROM: Dept/Title Search Committee
NAME, Search Committee Chairperson
Committee Members: List Names
C: Peggy Boyle, University HR Administrator – Recruitment & Labor Relations Keisha Stokes - Diversity Office
DATE: Date
SUBJECT: Recruitment Summary & Finalist Selection: Dept. & Title

Search Summary:

The search committee received and reviewed the following:

- A total of XX applications was received for this search.
• A total of XX applications were eliminated as the identified applicant(s) either did not meet the minimum requirements for the position or did not have a high enough score to merit an interview.
• A total of XX applicants were invited for the initial interview with the search committee by: (place X next to interview type)

In-Person Meeting
Video Conference

Telephone Interview
Other: _____

- In addition, a total of XX applicants have been identified as alternates and will be invited for interviews if necessary.

Candidates Interviewed & Date of Interview (list all candidates interviewed and the date of initial interview)

Table with 2 columns: Candidate Name, Interview Date. Contains 4 empty rows.

(Add more rows as needed)



Summary on All Candidates Interviewed – First-Round Interviews

The below section is where the search committee illustrates the overall applicant deliberation and provides summaries of each candidate’s strengths and weaknesses, based on the search committee’s review of resumes and structured interviews.

Candidate Name – First-round interview: Enter Date

Provide summary of interview here. Describe the search committee’s review of the application materials, interview identify strength and weaknesses, and committee’s overall consensus as to why the candidate is being recommended or not recommended.

The search committee recommends NAME for a second-round interview
Or... does not recommend for further consideration /recommends as alternate.

Candidate Name – First-round interview: Enter Date

Provide summary of interview here. Describe the search committee’s review of the application materials, interview identify strength and weaknesses, and committee’s overall consensus as to why the candidate is being recommended or not recommended.

The search committee recommends NAME for a second-round interview
Or... does not recommend for further consideration /recommends as alternate.

Candidate Name – First-round interview: Enter Date

Provide summary of interview here.

The search committee recommends NAME for a second-round interview
Or... does not recommend for further consideration /recommends as alternate.

(Add more summaries as needed – remove highlighted sections if not needed)

Recommendations for Second Round Interviews – if second round interviews are not needed, proceed to finalist selection below: Based on the initial interviews as summarized above, the search committee recommends the following candidate(s) for a second-round interview:



Candidate’s Name – Recommended for Second-Round Interviews

Table with 3 rows for candidate names

(Add more rows as needed)

Summary on All Candidates Interviewed – Second-Round Interview(s)

The below section provides summaries of each candidate’s strengths and weaknesses, based on the second-round interviews.

Candidate Name – Second-round interview: DATE

Provide summary of second round interview here. Describe the search committee’s review of the candidates’ second round interview. Build upon first round interview summary as well as the committee’s overall consensus as to why the candidate is being recommended or not recommended.

The search committee recommends NAME as a finalist OR does not recommend for further consideration OR recommends as alternate.

Candidate Name – Second-round interview: DATE

Provide summary of second round interview here. Describe the search committee’s review of the candidates’ second round interview. Build upon first round interview summary as well as the committee’s overall consensus as to why the candidate is being recommended or not recommended.

The search committee recommends NAME as a finalist OR does not recommend for further consideration OR recommends as alternate.

Finalist Recommendation: The hiring manager and search committee recommend the following candidate(s) as finalist(s) and alternate(s) (list in order of preference):

The search committee makes the following recommendation(s):

In summary, while each finalist(s) presented various experience levels in training, skills, and orientation, the search committee is confident that the finalist listed above is highly qualified for this position.