



## Final Search Committee Report

<b>Position Title</b>	
<b>Search Number</b>	
<b>Search Chair</b>	
<b>Hiring Manager</b>	
<b>Date Search Opened</b>	
<b>Search Committee Recommendation Date</b>	
<b>Internal or External Opening</b>	
<b>Name of Selected Candidate</b>	

### Search Committee Members

<b>Name</b>	<b>Position Title</b>	<b>Department</b>



**Search Committee Meeting Dates:** List all meeting dates related to this search.

**Summary of Recruitment & Outreach Efforts:** List of advertising sources, outreach strategies, and recruitment efforts by the search committee.

**Summary of Screening & Selection Process:** Describe how candidates were reviewed, screened, and selected for interviews.

**Screening Process & Search Notes**

- Copies of Rubrics/Scoring Sheets (Attach)
- Search Committee Discussion Notes (Attach)
- Reasons for Advancing or Eliminating Candidates: Include this with the scheduling tracker. (Attach)

**Interview Documentation**

- Approved Interview Questions (Attach)
- Search Committee Interview Notes (Attach)
- Candidate Assessment Forms (Attach if applicable)



**Reference Check & Final Selection**

- Reference Check Notes: Who Was Contacted & Notes (Attach)
- Final Candidate Recommendation Memo (Attach)

**Applicant Pool Data**

- Total Number of Applicants: \_\_\_\_\_
- Number of Applicants Advancing to Interview Stage 1: \_\_\_\_\_
- Number of Applicants Advancing to Interview Stage 2: \_\_\_\_\_
- Number of Finalists recommended to the hiring manager: \_\_\_\_\_

**Attachments & Appendices**

- All Other Relevant Documents (e.g., HR Correspondence, Additional Notes): (Attach)
- Any Issues, Concerns, or Complaints Raised During the Search: (Attach)

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I affirm that the search process for this position was conducted with integrity, fairness, and in full compliance with institutional policies and best practices. All applicants were evaluated equitably based on the established criteria, and the selection process was executed transparently and consistently.

With this submission, I confirm the successful completion of the search and request HR to proceed with finalizing the hiring process and onboarding preparations.

**\*Search Committee Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Search Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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