



FINAL RECRUITMENT REPORT CHECKLIST

A report from the person with hiring authority (i.e. Dean) must be compiled and submitted to University Personnel within one week after the end of the search. This report must outline the recruitment and selection process and should include the following items:

1. A copy of the Job Announcement and any other supplemental materials used for recruitment (i.e. flyers)
2. A completed Recruitment Summary form which outlines how the committee recruited for the position
3. First-level applicant review documents
 - a. A record of Selection Committee actions
 - b. A list of all applicants
 - c. The completed Candidate Evaluation spreadsheet with any notes of deliberations
4. Second-level applicant review documents (telephone/virtual interviews)
 - a. A record of Selection Committee actions
 - b. A list of the applicants interviewed in the first round
 - c. A list of the interview questions for the first round
 - d. The Selection Committee's notes, rating sheets, and Narrative after the first round of interviews
5. On-Campus Visit forms and required documents
 - a. Evidence of ABD status (if applicable)
6. On-campus interview documents
 - a. A list of the applicants interviewed
 - b. All itineraries for on-campus interviews
 - c. A list of the interview questions for the second round
 - d. All rating sheets and interview notes from the Talent Selection Committee, Dean, and Department Chair (include notes from AVP for UP and Provost for Department Chair interviews)
 - e. All feedback forms from non-committee members (students, staff, faculty, etc.)
 - f. All Release and Authorizations forms signed by the candidates
 - g. All documents provided by the candidates (i.e. CV, letters of interest, letters of recommendation, writing samples, etc.)
 - h. Record of Selection Committee actions
7. All reference check notes
8. An unranked narrative of each candidate brought to campus outlining their strengths and weaknesses from the Talent Selection Committee
9. The final recommendation from the Dean to the Provost
10. A narrative that provides additional details outlining the screening process, the elimination process, and other information regarding what the selected candidate will bring to the campus.

NOTE: Failure to conduct a rigorous and thorough recruitment, and provide documentation will constitute grounds for canceling the search at any point in the process.