

Recruitment Report for Applicant Selection and Non-Selection Summary

DEPT/DIV/COL _____ DATE _____ Position Title _____ Position # _____

Minimum qualifications required for this position:

Name of person recommended for position _____

Describe briefly the factors leading to the selection of this candidate:

JUSTIFICATION <input checked="" type="checkbox"/> APPROPRIATE BOX(ES)	Candidate Name Here	Candidate Name Here	Candidate Name Here	Candidate Name Here	Candidate Name Here	Candidate Name Here
Telephone Interview						
In Person Interview						
Insufficient academic achievement						
Qualifications do not meet minimum requirements advertised						
Uncertain teaching potential in area of need						
Uncertain research potential in field						
Insufficient specialization or breadth of field to be covered						
Insufficient documentation, or incomplete folder at time of review						
Inappropriate area of concentration in terms of accreditation requirements						
Lacking teaching experience						
Lacking "terminal" degree						
Name withdrawn by request						
Could not meet salary expectations						
Qualifications do not meet minimum requirements advertised						
Well qualified applicant, but concerns exist regarding ability to function within local constraints						
Other applicants appeared more qualified based on preliminary screening of application materials						
Not filling the position						
Accepted other employment						
Application received in HR after deadline						
Application received in HR after position had been filled						
Other						

(If necessary, use additional sheets and number and sign all pages.)

I hereby certify that the recruitment effort followed the University Equal Employment Opportunity policy.

_____ _____ _____ _____
 Account Sponsor Date Affirmative Action Compliance Officer Date

This report must be submitted upon completion of the interview process. Please return to Human Resources with ALL applicant folders.