

## **TOP CANDIDATES**

Diversity in the candidate pool must be evaluated and discussed before initial screening of candidates and **prior** to interviewing candidates. The Search Committee Chair may discuss their pool with Human Resources where additional support is needed. Where needed, additional advertising and recruiting efforts may be necessary prior to moving forward with candidate interviews.

**List the top candidates.**

	<b>Name</b>	<b>Committee Ranking</b>
1.		
2.		
3.		
4.		
5.		

My signature below, as search chair, indicates that the search committee knows and approves the contents of this completed form.

\_\_\_\_\_  
Search Committee Chair Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## **HIRING REPORT Recommended Candidates:**

List candidates interviewed on campus, in ranking order by the search committee. Include a brief explanation.

<b>Candidate Name</b>	<b>Ranking</b>	<b>Reason</b>

## **Search Chair (and committee) recommendation for employment offer**

<b>Candidate Name</b>	<b>Compensation Offer Recommended (administrative positions only)</b>	<b>Target Employment Start Date</b>