

Search Committee Assignment & Recommendation

Title of Position: _____

Division/Department: _____ Supervisor: _____

Employee Group: Faculty Classified Administrative Paraprofessional

Search Committee Assignment

Committee Chair: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

Assigned by: _____

Date of Assignment: _____

Recommend Needed by: _____

Position Advertisement: Yes No

Job Description included: Yes No

Number of Applicants: _____

Number w/min Qualifications: _____

Search Committee Recommendations

1st Recommendation: _____

2nd Recommendation: _____

Number of Applicants Interviewed: _____

Unanimous Committee Approval: Yes No

Committee Notes: _____

We certify that Equal Employment Opportunity guidelines were followed and that fair and equal consideration was given to each and every candidate and that the above recommendations possess and demonstrate the stated position qualifications.

Committee Chair Signature: _____ Date: _____

Administrative Approval

Human Resources Signature: _____ Date: _____

VP Signature: _____ Date: _____

President Signature: _____ Date: _____

~~~~~ Inner Office Information ~~~~~

New Hire Notice to Supervisor:  Yes  No      Applicant Start Date: \_\_\_\_\_  
Thank You for Applying:  Letter # sent \_\_\_\_\_  Email # sent \_\_\_\_\_  Telephone # called \_\_\_\_\_