

TO BE COMPLETED BY SEARCH COMMITTEE

Dept. Name:		Dept. #:
Position Title:		Req #:
Candidates interviewed or invited for interviews:		
Candidate Name	Status* <i>(Choose from dropdown)</i>	Notes**

* Indicate status of candidate, using the codes below. For candidates coded A, you may also indicate a ranking by the use of a number after the "A."

** For codes H, DO, A, and X, list two to four criteria by number and describe the candidate's skills, knowledge, or abilities related to those criteria, as determined in the screening and interview process, which form the basis for your recommendation on the candidate's status.
For code DO, indicate candidate's reason(s) for declining the offer. For codes DI and W, indicate the date candidate withdrew and the candidate's reason for withdrawal from consideration, if given.

Reasons for cancellation: *(Complete only if search was cancelled, choose all that apply.)*

<input type="checkbox"/>	Budget	<input type="checkbox"/>	Change in Staff
<input type="checkbox"/>	Inadequate candidate pool	<input type="checkbox"/>	All offers declined
<input type="checkbox"/>	Cancelled due to process irregularities		
<input type="checkbox"/>	Other: <i>please explain</i>		

These recommendations are made in accordance with SSU policies on faculty recruitment, including EEO and diversity.

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
Search Committee Chair Signature:					Date:

TO BE COMPLETED BY DEAN

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
Dean Signature:					Date:

TO BE COMPLETED BY AVP FACULTY AFFAIRS

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
AVP Faculty Affairs Signature:					Date:

INFORMATION ABOUT THE USE OF THIS FORM

This form is used for departmental and administrative approval of the selection logic of candidates interviewed for positions which do not establish a pool for hiring. It is also used to document the reasons for cancelled searches, withdrawals, declined interviews and declined offers.

Do not contact candidates for interview until form has been approved!

EXPLANATION OF TERMS

Status*	<p>Indicate status of candidate, using the codes below. H = Recommended for hire DO = Declined offer DI = Declined Interview A = Qualified or acceptable X = Not acceptable W = Withdrew For candidates coded A, you may also indicate a ranking by using a number after the "A."</p>
Notes**	<p>For codes H, DO, A, and X, list two to four criteria by number and describe the candidate's skills, knowledge, or abilities related to those criteria, as determined in the screening and interview process, this forms the basis for your recommendation on the candidate's status. For code DO, indicate candidate's reason(s) for declining the offer. For codes DI and W, indicate the date candidate withdrew and the candidate's reason for withdrawal from consideration, if given.</p>

COMPLETE FIELDS AS FOLLOWS

Dept. Name	Name of hiring department.
Dept. #	4 digit department number, as it is stated in PeopleSoft.
Position Title	Title of position as it is posted in the Position Opportunity Announcement (POA).
Req #	Requisition number, as it is posted in the POA.
Candidates interviewed or invited for interviews	Candidate Name
	Status* (Choose from dropdown)
	Notes**
Reasons for cancellation	Choose all that apply: Complete only if search was cancelled.

QUESTIONS/CONTACT

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)