

**Position Title:**

**Candidate Pool / Finalist Report**

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| Department |  | Hiring Official |  | | Job Code | |  |
| Search Chair or N/A |  | Target Hire Date |  | Date Applications were reviewed through | |  | |

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| **Complete if ONLY using a 1 level interview PROCESS or For 1st level in a 2 level INTERVIEW PROCESS**  **List all CANDIDATES interviewed (Skype, telephone and/or in person) but are NOT being recommended as finalists.** | | | | | |
| Name of Applicant  (Last, First, MI) | Date Received Application:  mm/dd | Interview mm/dd | REJECTION REASON | COMMENTS:  Brief Rationale for Non-Selection | Dept. notified candidate of non-selection (X) |
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| **Complete if using 2 levelS of interviews**  **List all CANDIDATES to be interviewed (Skype, telephone and/or in person).** | | | | | |
| Name of Applicant  (Last, First, MI) | Date Received Application:  mm/dd | Interview mm/dd | REJECTION REASON | COMMENTS:  Brief Rationale for Non-Selection | Dept. notified candidate of non-selection (X) |
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| **REJECTION or FINAL ACTION REASON** (for **Withdrawn Reasons (Pre-Offer)** \*\* Include candidate email with recruitment documentation submitted\*\*) | | | | | |
| 02 = Lacks teaching experience | 11 = Poor recommendations/ref. | 20 = Withdrew due to salary | | 26 = Position offered & accepted |
| 03 = Lacks research experience | 12 = Misrepresentation | 21 = Withdrew due to Univ. | | 27 = Declined offer due to salary |
| 04 = Lacks publications | 13 = Unable to contact | 22 = Withdrew due to location of SU | | 28 = Declined offer due to Univ. |
| 08 = Lacks job-related experience | | 14 = Poor interview | | 23 = Withdrew due to other offer | 29 = Declined offer due to location | |
| 09 = Lacks job-related skills | | 15 = No show for interview | | 24 = Withdrew due to “other” | 30 = Declined offer due to other offer | |
| 10 = Interpersonal skills | | 16 = Other/Most Qualified App Hired | | 25 = Withdrew – reason unknown | 31 = Declined offer due to “other” | |

**APPROVAL/AUTHORIZATION REQUIRED: PRIOR TO CONDUCTING FINALIST INTERVIEWS (if 2 level interview process)**

**or PRIOR TO EXTENDING AN OFFER (if 1 level interview process)**

**By selecting this check box  , I am submitting my electronic signature below which represents my actual signature.**

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| --- | --- | --- | --- |
| HIRING OFFICIAL: Department Chair/Director | Electronic Signature: |  | Date: Click here to enter a date. |
| AUTHORIZING OFFICIAL: AVP/Dean/Vice President | Electronic Signature: |  | Date: Click here to enter a date. |
| Received in Human Resources and Hiring Manager notified: | |  | Date: Click here to enter a date. |

**PRIOR TO EXTENDING AN OFFER, the Hiring Official sends an “Appointment Request” recommendation to the Authorizing Official. Attach any supporting documents (vitae/resumes, copies of search committee minutes, etc.) as needed to support the selection. Any offer above the hiring range requires additional approval prior to offer.**

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| **RECOMMENDED CANDIDATE(s) FOR THE POSITION(S)**  **cOMPLETE PRIOR TO FORM BEING APPROVED IF USING A 1 LEVEL INTERVIEW PROCESS** | | | | | |
| Name of Applicant  (Last, First, MI) | Date Received Application:  mm/dd | First Interview mm/dd | Second Interview if applicable mm/dd | FINAL ACTION | Date appointment request sent to Authorizing official |
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**AFTER AN OFFER HAS BEEN ACCEPTED, the Hiring Official completes the pink FINAL ACTION column and candidate non-selection notification columns and routes this form with all other search documentation to HR for reporting and record-keeping.**