

SEARCH SUMMARY FORM

RECOMMENDED CANDIDATE										
Name:			Sex:			Race:				
Hourly Rate (Non-Exempt): \$			Salary: (Exempt): \$			Proposed Start Date:				
JOB DATA										
Job	Title:		Position #:			Job ID #: Jo		Job Co	ob Code:	
ADVERTISING										
						Other:				
REVIEW OF APPLICATIONS/RESUMES										
Tot	al # of Applic	ants/Resumes Received:	Total # of Applicants/Res			s/Resume	s Viewed:			
Total # of Applicants/Resumes Received by Priority Consideration Date:										
Wh	at was the m	inimum education require	ement used in the po	osting?						
Wh	at was the m	inimum experience requir	ement used in the p	osting?						
Of the resumes viewed, how many applicants met the minimum education and experience requirements?										
		SELECT	ION CRITERIA USED	TO IDEN	TIFY CAND	IDATES	Ī			
	ıcation:						· ·	uired	Preferred	
Ехр	erience:						Req	uired	Preferred	
1.							Req	uired	Preferred	
2.							Req	uired	Preferred	
3.							Rec	uired	Preferred	
4.							Rec	uired	Preferred	
5.							Required		Preferred	
6.								uired	Preferred	
7.						Required		Preferred		
8.					Required		Preferred			
			PRE-SCREENED							
			ho had a phone intervition 17, please complete and				en.			
#	Applicant	Name	Date		low was ca	ndidate	Race		Sex	
1	ID				contact	ed?	(HR use	only)	(HR use only)	
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										



SEARCH SUMMARY FORM (Page 2)

PRE-SCREEND CANDIDATES (continued)										
#	Applicant ID	Applicant Name		Ho can	w was didate tacted?	Race (HR use only)	Sex (HR use only)			
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
INTERVIEWED CANDIDATES (If more than 10, please complete and attach Additional Candidates Form)										
#		Name	Date			Race	Sex			
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9										
10.										
SUMMARY OF RECOMMENDED CANDIDATE										



SEARCH SUMMARY FORM (Page 3)

SEARCH COMMITTEE/INTERVIEW TEAM MEMBERS										
# Name			Job Title			Race Sex				
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
APPROVALS/SIGNATURES										
Hiring Manager:							Date:			
Dean/Vice President (where applicable*):							Date:			
Financial Officer (where applicable*):							Date:			
Human Resources Representative:							Date:			
Institutional Access and Equity:							Date:			
	*What schools/depart	tment	s require FO and/or Dean revi	ew and approva	al of Search Su	ummary	/ Packet?			
Development and External Affairs/Development and A Public Affairs: Yvette Castilla Cox School of Business: Catherine Collins Meadows School of the Arts: Dean Bowen/ Zhanat El Lyle School of Engineering: Dean Orsak				Athletics: Steve Orsini/Kris Lowe/Glenn Silverman Facilities Management and Sustainability: Carleen Naugle Division of Enrollment Services: Kathy Rowe Central University Libraries: Bill Dworaczyk Business Services: Bill Detwiler						
Please attach the following items to this Search Summary Form: Resumes of both Pre-screened and Interviewed Candidates										
Phone Interview Questions and/or E-mail Screen Questions (where applicable)										
Phone Interview Form and/or Candidates Response to E-mail Screen (where applicable)										
☐ Interview Questions ☐ Candidate Interview Evaluation Forms										
List of References for Candidates Interviewed										
Reference Check Form for all Candidates for whom you Conducted a Reference Check										
Skills Assessment Results (where applicable)										
Authorization and Consent for Release of Information Form, if it has not been faxed to HR										
Resumes with HR date stamp received via campus mail (where applicable)										
Pre-Employment Checks Status Date:										
	se Only)					Jule	<u> </u>			