



**SEARCH SUMMARY FORM**

RECOMMENDED CANDIDATE						
Name:		Sex:		Race:		
Hourly Rate (Non-Exempt): \$		Salary: (Exempt) : \$		Proposed Start Date:		
JOB DATA						
Job Title:		Position #:		Job ID #:	Job Code:	
ADVERTISING						
				Other:		
REVIEW OF APPLICATIONS/RESUMES						
Total # of Applicants/Resumes Received:				Total # of Applicants/Resumes Viewed:		
Total # of Applicants/Resumes Received by Priority Consideration Date:						
What was the minimum education requirement used in the posting?						
What was the minimum experience requirement used in the posting?						
Of the resumes viewed, how many applicants met the minimum education and experience requirements?						
SELECTION CRITERIA USED TO IDENTIFY CANDIDATES						
Education:				Required	Preferred	
Experience:				Required	Preferred	
1.				Required	Preferred	
2.				Required	Preferred	
3.				Required	Preferred	
4.				Required	Preferred	
5.				Required	Preferred	
6.				Required	Preferred	
7.				Required	Preferred	
8.				Required	Preferred	
PRE-SCREENED CANDIDATES :						
Candidates who had a phone interview or were sent an e-mail screen. <small>(If more than 17, please complete and attach Additional Candidates Form)</small>						
#	Applicant ID	Name	Date	How was candidate contacted?	Race (HR use only)	Sex (HR use only)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						



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PRE-SCREENED CANDIDATES (continued)						
#	Applicant ID	Name	Date	How was candidate contacted?	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		
<b>Hiring Manager:</b>		<b>Date:</b>
<b>Dean/Vice President (where applicable*):</b>		<b>Date:</b>
<b>Financial Officer (where applicable*):</b>		<b>Date:</b>
<b>Human Resources Representative:</b>		<b>Date:</b>
<b>Institutional Access and Equity:</b>		<b>Date:</b>

**\*What schools/departments require FO and/or Dean review and approval of Search Summary Packet?**

Development and External Affairs/Development and Alumni Affairs/  
 Public Affairs: **Yvette Castilla**  
 Cox School of Business: **Catherine Collins**  
 Meadows School of the Arts: **Dean Bowen/ Zhanat Elliston**  
 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)

<b>Pre-Employment Checks Status (HR Use Only)</b>		<b>Date:</b>
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