

## RECRUITMENT SUMMARY REPORT

### I. POSITION IDENTIFICATION

A. Department: \_\_\_\_\_ College/School: \_\_\_\_\_

B. Title: \_\_\_\_\_ Search ID.: \_\_\_\_\_

C. Tenure Status:

Tenure                  Non-Tenure (Track)                  Non-Tenured not on Track

D. Vacancy Type:          New Position          Open Position          Opportunity Hire

E. Recommended date of appointment: \_\_\_\_\_

### II. CANDIDATE(S) RECOMMENDED/HIRED INFORMATION

A. Name of Candidate (s) Recommended/Hired: \_\_\_\_\_

B. Response to Offer :          Accepted                  Rejected                  Rescinded

If an offer was rejected or rescinded please explain reason or attach declination letter.

C. Additional Information:

### III. RECRUITMENT SUMMARY

A. List ALL methods used in recruitment; i.e. journals, etc.

B. Specify length of time for search and recruitment.

C. List criteria applied for screening of applicants.

### IV. COMMENTS:

EOS Review: Executive Director's Initials \_\_\_\_\_

Revised 07/31/2012