|  |  |
| --- | --- |
| **I. Position Specifics** |  |
| Requisition Number | Enter text. | Dept./School | Click or tap here to enter text. |
| Specialization | Click or tap here to enter text. |
|  |
| **II. Advertising** |  |
| 1. What efforts did the committee make to ensure appropriate outreach to potential applicants?(e.g. narrative description of web advertisements; telephone outreach to specific individuals and programs/Universities; outreach to PhD granting institutions; conferences attended; direct contact with pre- and post-doctoral fellows, etc.) |
| Click or tap here to enter text. |
| The following documents are attached to the Job Card in CHRS: |
| 2. Positon Announcement | 3. Outreach and Diversity Plan |
| 4. Applicant Pool Report | 5. Total Number of Applicants | Enter text. |
|  |
| **III. Evaluation Process** |  |
| 1. List full name, select rank (ASTP, ASCP, PROF) and probationary/tenure status of each faculty member on the Recruitment Committee: |
|  | Name | Rank | Status |
| 1. | Click or tap here to enter text. | --Select-- | --Select-- |
| 2. | Click or tap here to enter text. | --Select-- | --Select-- |
| 3. | Click or tap here to enter text. | --Select-- | --Select-- |
| 4. | Click or tap here to enter text. | --Select-- | --Select-- |
| 5. | Click or tap here to enter text. | --Select-- | --Select-- |
| 6. | Click or tap here to enter text. | --Select-- | --Select-- |
| 7. | Click or tap here to enter text. | --Select-- | --Select-- |
| 8. | Click or tap here to enter text. | --Select-- | --Select-- |
| 9. | Click or tap here to enter text. | --Select-- | --Select-- |
| 10. | Click or tap here to enter text. | --Select-- | --Select-- |
| 11. | Click or tap here to enter text. | --Select-- | --Select-- |
| 12. | Click or tap here to enter text. | --Select-- | --Select-- |
| 2. List the selection criteria from the Position Announcement to screen all applications: |
| Click or tap here to enter text. |
| 3. List the criteria and procedures followed in screening all applicants: |
| Click or tap here to enter text. |
| 4. Name of all applicants interviewed by phone, Zoom, Skype, WebEx, etc.: |
|  | 1. | Click or tap here to enter text. | 6. | Click or tap here to enter text. |
|  | 2. | Click or tap here to enter text. | 7. | Click or tap here to enter text. |
|  | 3. | Click or tap here to enter text. | 8. | Click or tap here to enter text. |
|  | 4. | Click or tap here to enter text. | 9. | Click or tap here to enter text. |
|  | 5. | Click or tap here to enter text. | 10. | Click or tap here to enter text. |
| 5. Please provide a detailed description of your interview process (format, questions posed, meetings, etc.): |
| Click or tap here to enter text. |
| 6. List the full name of all finalists interviewed on campus visits: |
|  | 1. | Click or tap here to enter text. |
|  | 2. | Click or tap here to enter text. |
|  | 3. | Click or tap here to enter text. |
|  | 4. | Click or tap here to enter text. |
|  | 5. | Click or tap here to enter text. |
| 7. Attach and complete a ***separate*** [Academic Finalist Interview Evaluation Form](https://www.sjsu.edu/up/docs/academic-finalist-interview-evaluation.pdf) for each finalist in #6 |
| 8. Attach the vitae of each applicant listed in #6 |
|  |
| **IV. Search Committee Final Ranking Report** |  |
| *Instructions: List the names of the finalists in rank order as determined by the committee vote. Record the number of votes received. All committee members must sign and date. Submit with Recruitment Report.* ***Attach a memo explaining these rankings.*** |
|  | 1st Choice: | Click or tap here to enter text. |
|  | Number of votes for: | Enter text. | votes against: | Enter text. | absent: | Enter text. |
|  | 2nd Choice: | Click or tap here to enter text. |
|  | Number of votes for: | Enter text. | votes against: | Enter text. | absent: | Enter text. |
|  | 3rd Choice: | Click or tap here to enter text. |
|  | Number of votes for: | Enter text. | votes against: | Enter text. | absent: | Enter text. |
|  |
| **V. Unsuccessful Search** |  |
| If the search was unsuccessful, select the primary reason the position was not filled. |
|  | --Select-- | Enter text if Other |
|  |

|  |  |
| --- | --- |
| **VI. Signature and date of person(s) who prepared this report** |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  |
| **VII. Signed by All Members of Committee** |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  |
| **VIII. Signature and date of Dean or Dean’s Designee (MPP)** |  |
|  | Click or tap here to enter text. |  |  |  | Enter a date. |  |
|  | Name (Printed) |  | Signature |  | Date |  |
|  |