

# UNIVERSITY OF NORTHERN COLORADO

## APPLICANT CHECK LIST FORM

To ensure consistency in record keeping, the chairperson of search or screen committee should fill out and place this form in the file of each applicant. Check the appropriate action step; indicate the date of occurrence, and initial to demonstrate action taken or procedure completed.

Date: \_\_\_\_\_

Position Number: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ home \_\_\_\_\_ work FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

	ITEMS RECEIVED	DATE
	UNC Job Application	
	Resume/Vita	
	Letters of Recommendations	
	Other Required items:	

	ACTION NEEDED	DATE/INITIAL
1.	Incomplete applicant file. <b>List needed items and date due</b>	
	a. _____	_____
	b. _____	_____
	c. _____	_____
	d. _____	_____
2.	Complete applicant file.	
3.	Applicant invited for interview    YES        NO (Circle) If yes, date of interview 2 <sup>nd</sup> interview                      YES        NO (Circle)	
4.	Applicant no longer under consideration Withdrew                      Not in semi-final review (Circle)	
5.	Applicant informed of decision to end candidacy or position offered to someone else.	

**NOTES:**