

UNIVERSITY OF NORTHERN COLORADO

Search Chair Closing Sheet

Position Number: _____ Position Title: _____

Please list the names of the committee members:

Search Chair: _____
AA/EO Coordinator: _____
Search Administrative Assistant: _____
Search Committee Members: _____

Please provide the following items to the hiring authority in order to close the search.

- Number of finalists _____
- Total number of applicants _____
- Finalist files
- Published recruitment ads – Please obtain an ad copy when placing ad or print if electronic.
- Selection criteria used and screening criteria sheets for all applicants from each search committee member.
- Completed applicant interview questions from each search committee member or interviewer.
 - Phone interviews
 - In-person interviews
- Minutes from search committee meetings
- Summary statement as to why the candidate selected has the background, training, and potential, based on all available evidence that promises a performance superior to all other applicants.

Chair, Search Committee _____ Date _____