

EE's Internal Search Form

Faculty Name: _____

Date: _____

I have reviewed the enclosed résumés received from the advertisement attached: Yes No

Proposed Title: _____ Proposed Start Date: _____

Proposed Salary: _____ Proposed Office: _____ Proposed Grant to Charge: _____

Safety Training Needed? Yes No Will he/she handle hazardous substances? Yes No

The most qualified candidate from the pool is: _____. Gender/Ethnicity: _____

Reasons _____

List candidates judged to be well qualified for the position (those on the short list):

List candidates invited for an interview and interviewed:

If the candidate is neither Black, Hispanic, Native American or female, **please state, in the comments section below, why you have chosen the proposed appointee rather than the two best qualified in the above group.** List the names of those two individuals.

1) _____ 2) _____

COMMENTS: _____

Were any offers made during the search declined? Yes No If yes, indicate the number of offers and the name, gender, and race of each candidate who declined an offer.

Dear Faculty,

Please return this completed and signed form with all resumes to the EE main office.

X _____

Faculty Signature