Final Search Report

**Part A:**

***(To be completed by Search Chair)***

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| **Position:** |
| **Department/Division:** |
| **Hiring Manager:** |
| **Search Chair:** |
| **Interview Exchange ID #** |
| **Date Candidate Review Began:** |
| **Date Report Submitted:** |

**Names of Search Committee Members (please list):**

**What were your diversity and inclusion recruitment goals for this vacancy? *(Please refer to Request to Fill)***

**What efforts were made to recognize your diversity recruitment goals for this vacancy?**

**Date Review Began:**

# ADVERTISING/PROMOTION:

Please list places where search committee members and/or department posted position (do not include publications Human Resources posts to automatically) and attach copies:

What efforts did the search committee make to ensure appropriate outreach to potential applicants?

# EVALUATION PROCESS

**SELECTION CRITERIA**

Attach selection criteria used to screen candidates.

**First Round Interviews**

Telephone \_ \_Virtual (Zoom)

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Number of Candidates Requesting First Round Approval on Short List:

Number of Candidates Interviewed for First Round:

Attach a detailed description of your interview process (format, questions asked, etc.)

**Candidates Interviewed (first round):**

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| **Candidate Name** | **Recommended for finalist interview? If not, list reasons.** |
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**Finalist Interviews**

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*(Attach candidate finalist interview agenda and search committee questions to report.)*

**Number of Finalist Candidates:**

**Number of Finalist Candidates Interviewed:**

**Finalist Interviews:**

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| **Candidate Name** | **Date(s) of Interview** | **Lecture, Presentation or Open Forum?** |
|  |  | Lecture Presentation Open Forum Other  |
|  |  | Lecture Presentation Open Forum Other  |
|  |  | Lecture Presentation Open Forum Other  |
|  |  | Lecture Presentation Open Forum Other  |
|  |  | Lecture Presentation Open Forum Other  |

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| --- | --- |
| **How many applicants from first round interviews withdrew****their candidacy either before or after finalist interviews?**  |  |
| **Provide their names and reasons below.** |  |
| **Candidate Name** | **Reason(s) for Withdrawal (if known)** | **Before or After****Finalist Interview** |
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**Finalists Interviewed**

*(attach additional pages as required)*

**Applicant Name:**

Acceptable: Yes No

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If the applicant is unacceptable, please explain why.

**Applicant’s Strengths:**

**Applicant’s Weaknesses:**

# REFERENCES

*(Attach additional pages as required)*

**Please complete below information on references. Phone reference questions should be attached to this report.**

**Candidate Name:**

**Name of Reference and Title:**

**Institution/Company:**

**Relationship to candidate:**

**Written**

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**\_ Telephone**

**\_ Both Written and Telephone\_ \_**

*(Attach questions asked for telephone reference check.)*

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**Telephone reference checks conducted by: Date of reference check: Comments:**

1. **Name of Reference and Title:**

**Institution/Company:**

**Relationship to candidate:**

**Written**

**\_\_\_**

**\_ Telephone**

**\_ Both Written and Telephone\_ \_**

*(Attach questions asked for telephone reference check.)*

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**Telephone reference checks conducted by:**

**Comments:**

1. **Name of Reference and Title:**

**Institution/Company:**

**Relationship to candidate:**

**Written**

**\_\_\_**

**\_ Telephone**

**\_ Both Written and Telephone\_ \_**

*(Attach questions asked for telephone reference check.)*

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**Telephone reference checks conducted by:**

**Comments:**

**Campus Feedback**

Summary of feedback received from campus community (not search committee member) from finalist interviews, forums, lectures, etc. Do not include names of employees providing feedback: *(list or attach)*

Is there any other information the hiring manager should be aware of?

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| --- | --- |
| **How many applicants from first round interviews withdrew their candidacy either before or after finalist interviews**  |  |
| **Provide their names and reasons below.** |  |
| **Candidate Name** | **Reason(s) for Withdrawal (if known)** | **Before or After****Finalist Interview** |
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# CANDIDATES/APPLICANT POOL SUMMARY

Total Number of Applicants: Number of shortlisted candidates:

Number approved for first round interviews: Number of candidates interviewed for first round:

If different from number approved please identify why: Number of finalists approved:

# SEARCH COMMITTEE RECOMMENDATION FOR HIRE\*:

*Candidate Name*

*\*Optional at the discretion of the hiring manager.*

**Report submitted by**: on

**Search Committee Member Acknowledgement**

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| **PRINT NAME** | **SIGNATURE** |
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**Part B:**

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**To be completed by department chair/ director *prior* to presenting Final Search Report to dean/vice president/director (hiring manager):**

\_ \_**Yes** – Agree with search committee recommendation (if made) **No** If no, please

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explain:

Any comments to add? (Not required)

**Part C:**

**To be completed by the hiring manager – dean, vice president, director:**

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| **Were there any candidates that declined after extending an offer? Yes** |  | **No** |  |  |
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| **Please provide their names and reason.** |
| **Name** | **Reason(s) for Declination (if known)** |
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| **Name of candidate selected for appointment:** |  |
| **Date verbally accepted position:** |  |
| **Salary** |  |
| **Anticipated Start Date** |  |
| **Additional information Human Resources should be aware of?** |  |  | **No** |  | **Yes -**  |
|  |
| **For Faculty Hire – will candidate participate in early start program?** |  |  | **No** |  | **Yes -**  |
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**If the search was unsuccessful, check primary reason the position was not filled:** Inadequate candidate pool \_ \_ Cancelled due to search process inconsistencies Change in staffing priorities \_ \_ Other:

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**Next Steps:**

1. Notify the Office of Human Resources the status of the search (failed or has been filled) and ok to close in Interview Exchange.
2. Notify the Finance Office by emailing budget@oswego.edu the status of the search (failed or has been filled).

*\*Please be reminded, an Appointment Form must be completed and submitted for approval, the Final Search Report does not initiate any onboarding proceedings (appointment/contract letter, banner ID, etc.) for new hires and/or internal candidates accepting a new position.*

**Hiring Manager:**

Signature Date

\*Electronic version of Final Search Report available at <https://www.oswego.edu/human-resources/professional-faculty-searches>.