

Final Search Report

Part A:

(To be completed by Search Chair)

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)*

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

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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)

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):

Candidate Name	Recommended for finalist interview? If not, list reasons.

Finalist Interviews

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

Number of Finalist Candidates: _____
Number of Finalist Candidates Interviewed: _____

Finalist Interviews:

Candidate Name	Date(s) of Interview	Lecture, Presentation or Open Forum?
		<input type="checkbox"/> Lecture <input type="checkbox"/> Presentation <input type="checkbox"/> Open Forum <input type="checkbox"/> Other _____
		<input type="checkbox"/> Lecture <input type="checkbox"/> Presentation <input type="checkbox"/> Open Forum <input type="checkbox"/> Other _____
		<input type="checkbox"/> Lecture <input type="checkbox"/> Presentation <input type="checkbox"/> Open Forum <input type="checkbox"/> Other _____
		<input type="checkbox"/> Lecture <input type="checkbox"/> Presentation <input type="checkbox"/> Open Forum <input type="checkbox"/> Other _____
		<input type="checkbox"/> Lecture <input type="checkbox"/> Presentation <input type="checkbox"/> Open Forum <input type="checkbox"/> Other _____

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

Finalists Interviewed

(attach additional pages as required)

Applicant Name: _____

Acceptable: Yes No

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 Telephone Both Written and Telephone

(Attach questions asked for telephone reference check.)

Telephone reference checks conducted by: _____

Date of reference check: _____

Comments: _____

2. Name of Reference and Title: _____

Institution/Company: _____

Relationship to candidate: _____

Written Telephone Both Written and Telephone

(Attach questions asked for telephone reference check.)

Telephone reference checks conducted by: _____

Comments: _____

3. Name of Reference and Title: _____

Institution/Company: _____

Relationship to candidate: _____

Written Telephone Both Written and Telephone

(Attach questions asked for telephone reference check.)

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?

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

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

PRINT NAME	SIGNATURE

Part B:

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 explain: _____

Any comments to add? (Not required)

Part C:

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

Were there any candidates that declined after extending an offer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide their names and reason.	
Name	Reason(s) for Declination (if known)

Name of candidate selected for appointment:	
Date verbally accepted position:	
Salary	
Anticipated Start Date	
Additional information Human Resources should be aware of?	<input type="checkbox"/> No <input type="checkbox"/> Yes - _____ _____
For Faculty Hire – will candidate participate in early start program?	<input type="checkbox"/> No <input type="checkbox"/> Yes - _____ _____

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: _____

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>.