

# Candidate Pool / Finalist Report

**Position Title:**

**Must be approved PRIOR to any Finalists being invited to campus**

Department:		Hiring Official:			
Search Chair or N/A:		Target Hire Date:		Date Applications Were Reviewed Through:	

**List all CANDIDATES that were interviewed (Skype, telephone and/or in person) but are NOT being recommended as finalists.**

Name of Applicant (Last, First, MI)	Date Received Application: mm/dd	Interview mm/dd	REJECTION REASON	COMMENTS: Brief Rationale for Non-Selection	Dept. notified candidate of non- selection (X)

**REJECTION REASON** (primary factor candidate WAS NOT recommended as a finalist):

- |                                |                                      |                                |                                 |
|--------------------------------|--------------------------------------|--------------------------------|---------------------------------|
| 01 = Lacks required education  | 05 = Lacks admin. experience         | 09 = Lacks job-related skills  | 13 = Unable to contact          |
| 02 = Lacks teaching experience | 06 = Lacks other min. qualifications | 10 = Interpersonal skills      | 14 = Poor interview             |
| 03 = Lacks research experience | 07 = Lacks required credentials      | 11 = Poor recommendations/ref. | 15 = No show for interview      |
| 04 = Lacks publications        | 08 = Lacks job-related experience    | 12 = Misrepresentation         | 16 = Other/Most Qualified Hired |

**Recommended FINALISTS to be interviewed by Search Committee and/or Hiring Official (s)**

Name of Applicant (Last, First, MI)	Date Received Application: mm/dd	Dates Interviewed		FINAL ACTION (completed after offer is accepted)	Dept. notified candidate of non- selection (X)
		FIRST mm/dd	SECOND mm/dd		

**FINAL ACTION REASON (Withdrawn Reasons (Pre-Offer) \*\* Include candidate email with recruitment documentation submitted\*\*)**

- |                                     |                                     |                                     |  |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| 14 = Poor interview                 | 22 = Withdrew due to location of SU | 26 = Position offered & accepted    | 30 = Declined offer due to other offer |
| 16 = Other/Most Qualified App Hired | 23 = Withdrew due to other offer    | 27 = Declined offer due to salary   | 31 = Declined offer due to "other"     |
| 20 = Withdrew due to salary         | 24 = Withdrew due to "other"        | 28 = Declined offer due to Univ.    |  |
| 21 = Withdrew due to Univ.          | 25 = Withdrew – reason unknown      | 29 = Declined offer due to location | 99 = Failed Search                     |

**APPROVAL/AUTHORIZATION REQUIRED PRIOR TO CONDUCTING FINALIST INTERVIEWS**

**By selecting this check box ☐ , I am submitting my electronic signature below which represents my actual signature.**

HIRING OFFICIAL: Department Chair/Director	Electronic Signature:	<input type="checkbox"/>	Date: Click here to enter a date.
AUTHORIZING OFFICIAL: AVP/Dean/Vice President	Electronic Signature:	<input type="checkbox"/>	Date: Click here to enter a date.

**After final interviews are completed:**

**PRIOR TO MAKING A FORMAL OFFER**, the Hiring Official sends an "Appointment Request" recommendation to the Authorizing Official. Attach any supporting documents (vitae/resumes, copies of search committee minutes, etc.) as needed to support the selection. Any offer above the hiring range requires additional approval prior to offer.

**AFTER AN OFFER HAS BEEN ACCEPTED**, the Hiring Official completes the pink FINAL ACTION column and candidate non-selection notification columns and routes this form with all other search documentation to HR for reporting and record-keeping.

Received in Human Resources and Hiring Manager notified:	<input type="checkbox"/>	Date: Click here to enter a date.
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