

Search Committee Review - Initial Applications

Position Title: _____

Position # _____

Search Committee members are selected based on a specific expertise or their general knowledge of the job or the position. The members' role is to identify and recommend qualified applicants based on the job description. The Search Committee is charged with the responsibility to provide a fair, equitable, and inclusive search without unlawful discrimination.

Search Committee Member Name: _____

Required or Preferred Qualifications:

Candidate Number	Candidate Name (Last, First)	Notes/Meets required qualifications (Y/N) – Please provide the reason an applicant was not selected for an interview.	Resume Submitted? Y/N	Internal/ External Candidate?	Extend Interview? Y/N
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Related Task:

Committee meets to review applications and resumes and identifies candidates to be interviewed

Committee determines interview questions

All committee members must be present for each interview.

Committee Member Signature:

Date