

SEARCH SUMMARY TEMPLATE

Please complete the **fillable sections** and once a finalist has been identified, submit back to your HR Consultant. The selection summary shouldn't include applicant names (just number of applicants at each stage); however, it must include the name of the final candidate who is recommended for hire.

Position Title: **Click here to enter text.**
Department: **Click here to enter text.**
Position #: **Click here to enter text.**
Job Posting #: **Click here to enter text.**
Rank of candidate: **Click here to enter text.**

Search Summary:

The search committee received the charge from the Appointing Authority **Click to enter Appointing Authority's name**, on **Click to enter a date**. The position was posted at Jobs@CU on **Click to enter a date**. We received **Click to enter number** applications within the **Click to enter length of posting** posting timeframe. The committee met on **Click to enter a date** to select candidates for interviews as well as to create interview questions. The committee used a screening matrix and selected **Click to enter #** candidates; these candidates met the minimum requirements and preferred qualifications and were invited to interviews on **Click to enter a date**. The committee interviewed **Click to enter #** candidates on **Click to enter a date**.

It was determined from the interviews that **Click to enter #** candidates would be invited back for final interviews with the Appointing Authority on **Click to enter a date**. **Click to enter # of candidates who dropped out of pool** of the **Click to enter total # of candidates** candidates dropped out of the pool; **Click to enter #** remaining candidates went on to the final interview with the Appointing Authority (if applicable). **Click to enter name of candidate** was offered the position by the Appointing Authority and accepted the position on **Click to enter a date**. Their proposed start date is **Click to enter a date**.