

SEARCH SUMMARY TEMPLATE

Please complete the **yellow highlighted** sections and once a finalist has been identified, submit back to your HR Consultant.

Position Title:
Department:
Position #:
Requisition #:

Search Summary:

The search committee received the charge from the Appointing Authority, **Appointing Authority's Name**, on **mo/day/yr**. The chair of the search committee was **Search Chair's Name**. The position was posted on CU Careers on **mo/day/yr**. We received **#** applications within the **# day/week/month** posting timeframe. The committee met on **mo/day/yr** to select candidates for interviews as well as to create interview questions. The committee used a screening matrix and selected **#** candidates **(List candidate names here)**; these candidates met the minimum requirements and preferred qualifications and were invited to interviews on **mo/day/yr**. The committee interviewed **#** candidates on **mo/day/yr**.

It was determined from the interviews that **#** candidates **(List candidate names here)** would be invited back for final interviews with the Appointing Authority on **mo/day/yr**. **# of the #** candidates dropped out of the pool **(List candidate names here)**; **#** remaining candidates went on to the final interview with the Appointing Authority (if applicable). **Finalist Name** was offered the position by the Appointing Authority and accepted the position on **mo/day/yr**. His/her proposed start date is **mo/day/yr**.