**Dept & Title of Position:**

**Search #**

**Certify the oral English proficiency of *non-native English speakers* if hire falls into this category** (See Overview of Search Procedures for full information)

**Interview Review Criteria (if not already submitted via Finalist Notification Form):**

**Basic Interview Questions (if not already submitted via Finalist Notification Form):**

**Screening/Short List or Phone Interview Candidate Overview (if not already submitted via Finalist Notification Form):**

If your search conducted screening interviews, please provide a brief statement on why each was or was not chosen as a Finalist.

**Evaluation of each Finalist by Search Committee**

*For each Finalist*: name, interview date, and justification for how each finalist met or did not meet the following:

– Applicant Screening Criteria- qualifications; experience; references, etc.

– Interview Review Criteria- in depth review of qualifications and experience; research talk, etc.

At the end of these evaluations, please summarize why the top finalist was chosen (using the required and preferred qualifications). This may come from the hiring official or search committee (depends on the charge given the search committee).

**Recommendation from Hiring Official**