



RECRUITMENT AND SELECTION REPORT (RSR)

The RSR describes, outlines and documents the recruitment and selection process for this position.

Position Title:

Position/Requisition Number:

Recommended Hire(s):

Section I: To be completed by Search Committee Chair

1. Describe the search committee process. Name the search committee members and search advocate (if applicable) and a summary of the recruitment process. This should include how applications were reviewed and factors used to determine best-qualified candidates to be interviewed.

2 Describe efforts to attract and interview diverse candidates. Describe strategies used to attract a diverse candidate pool.

3. Please provide detailed strengths and areas of concern for all candidates interviewed using consistent, job related criteria. Use the attached sheet for additional candidates.

Candidate Name: Interview Date:	
Strengths	
Areas of Concern	
Candidate Name: Interview Date:	
Strengths	
Areas of Concern	
Candidate Name: Interview Date:	
Strengths	
Areas of Concern	

Section II: To be completed by Hiring Manager

4. Describe the process used to determine candidate(s) for 2nd or 3rd round interviews with the hiring manager and/or Administrator.

5. Please provide detailed strengths and areas of concern for candidates interviewed by Hiring Manager and/or Administrator using consistent, job related criteria.

Candidate Name: Interview Date:	
Strengths	
Areas of Concern	
Candidate Name: Interview Date:	
Strengths	
Areas of Concern	

Summary of Interviewed Candidates (Continued)

Candidate Name:	
Interview Date:	
Strengths	
Areas of Concern	
Candidate Name:	
Interview Date:	
Strengths	
Areas of Concern	
Candidate Name:	
Interview Date:	
Strengths	
Areas of Concern:	