

**To Be Completed By
Hiring Manager/Screening Committee
Search Report**

Search Committee appointed: Yes _____ No _____

If no, Hiring Manager: _____

If yes, Search Committee Chair: _____

Search Committee Members: _____

Applicants selected for interview and reason for selection:

Name

Reason for Selection

Name	Reason for Selection

Alternates

Candidates Interviewed:

Date: _____ Name: _____

Strengths (i.e. Education, Communication Skills, Expression, Other):

Weaknesses (i.e. Education, Communication Skills, Expression, Other):

Date: _____ Name: _____

Strengths (i.e. Education, Communication Skills, Expression, Other):

Weaknesses (i.e. Education, Communication Skills, Expression, Other):

Date: _____ Name: _____

Strengths (i.e. Education, Communication Skills, Expression, Other):

Weaknesses (i.e. Education, Communication Skills, Expression, Other):

Date: _____ Name: _____

Strengths (i.e. Education, Communication Skills, Expression, Other):

Weaknesses: (i.e. Education, Communication Skills, Expression, Other):

Date: _____ Name: _____

Strengths (i.e. Education, Communication Skills, Expression, Other):

Weaknesses (i.e. Education, Communication Skills, Expression, Other):

Date: _____ Name: _____

Strengths (i.e. Education, Communication Skills, Expression, Other):

Weaknesses: (i.e. Education, Communication Skills, Expression, Other):

Name of person recommended: _____

Name of person hired: _____

If not the one recommended, why not?
