FORM B
INTERVIEW-SELECTION

Recruitment Number:_____Position Number:_____Date:_____

Title:_____ Division/Department:_____

Application Deadline Date:_____

Is this a continuous recruitment? ☐ Yes ☐ No (For continuous recruitments all applicants must be reviewed until an offer is extended)

Chair of the Search Committee:_____ Chair's Email Address:_____

Please attach the following documents:

For Provost Office Approval

☐ Completed applicant log
☐ Vitae/Resumes of candidates to be interviewed
☐ Detailed documentation of the recruitment efforts for this position

CANDIDATE NAMES:

_____
_____
_____
_____
_____
_____

Designated Office Space:_____

Authorizations:

_____
Department Chair/Director **Date**

_____
Dean/Division Head **Date**

For Provost Office Approval

☐ Updated applicant log
☐ Appointment Recommendation/CARF
☐ Letter of Offer/Contract
☐ Vitae/Resume of selected candidate

Name: _____

Proposed Start Date:_____
(Please note an offer cannot be made until the appropriate approvals are received)

AUTHORIZATION:

_____
Department Chair/Director **Date**

_____
Dean/Division Head **Date**

Revised July 2006