



RECRUITMENT SUMMARY

To be completed by department head/chair

Department: _____ Position to be filled _____

Name of department head/chair: _____

Position control number: _____ Application deadline: _____

Type of appointment:

Regular

Temporary

Full-time

Part-time

Hiring Range \$ _____ to \$ _____

Recruitment Procedures:

- Identify any additional contacts and resources you used for this search not previously included in your original Recruitment Plan. _____

- List any additional criteria used _____
- List below names of all candidates interviewed in order of preference. Identify candidate (s) that may be offered position by placing a (1) under rank and next to the name of your first choice candidate, (2) next to the name of your second choice, etc. Please provide a brief summary of the reasons for selecting the ranked candidate (s), and reasons for not selecting the other candidates. Identify any current Smith College employees.

| Rank | Name | Comments |
|-------|-------|----------|
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(OVER)

1. _____ 2. _____
Hiring Manager/Search Chair *Date* *Director of Institutional Diversity* *Date*

| Rank | Name | Comments |
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Additional Comments