

Pre-Offer Summary

SECTION ONE

Department	Position Title
Date	Academic Rank (when appropriate)
Search Committee Chair (when appropriate)	Tenure Track Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicants Interviewed

	Name	E	S	V	D	Interview Date	Action Codes	Reasons for Recommendation i.e., Hire vs. Not Hired
1								
2								
3								
4								
5								
6								
7								
E- Ethnicity 1 Asian 2 African American 3 Hispanic or Latino 4 American Indian or Alaska Native 5 Native Hawaiian or Other Islander 6 White 7 Other		S- Sex M -Male F-Female		V-Veteran V-Veteran Era S-Special Disabled O-Other Eligible		D-Disabled	Action Codes 1 Recommended for Hiring 2 Withdrew after interview 3 Interviewed not best fit 4 Unable to perform essential functions with or without accommodations 5 Other (please specify reason)	

SECTION TWO

Candidate recommended for Hiring

Name	E	S	V	D	Interview Date	Reasons for Recommending Candidate
Title or Rank	FTE		Tenure		Tenure Track	
			Y	N	Y	N

Search Committee Chair :	Signature	Date
Hiring Authority:		
Senior Level Administrator:		
Chief HR Officer or Designee:		
Chief Operating Officer / EVPAA:		

This Report must be reviewed and approved by the Chief HR Officer or Designee and the appropriate Dean, Vice-President, Chief Operating Officer or EVP AA, prior to issuing a letter of intent.