



Recruitment Closeout Worksheet

- **Job Requisition Number:**
- **Position Title:**
- **Please list the names of the search committee members and chair.**
 - **Search Chair:**
 - **Search Committee Members:**
- **Provide a brief description of the recruitment process for this PVL, including who performed the applicant screenings, screening benchmarks, the modality (phone, virtual, in person) of interviews, the duration of the interviews, and who interviewed the candidates. You do not need use all the spaces below.**
 - **Applicant Screening**
 - **Screener Names (first round):**
 - **Provide a brief description of the screening criteria (what benchmarks were used to recommend candidates moving forward):**
 - **Recommended candidates to move forward & brief reasons why for each:**
(2-3 reasons/bullet points – focus on qualifications, knowledge, skills, and abilities)

- **Screeners (second round, if applicable):**
 - **Provide a brief description of the screening criteria (what benchmarks were used to recommend candidates moving forward):**

 - **Recommended candidates to move forward & brief reasons why for each:**
(2-3 reasons/bullet points – focus on qualifications, knowledge, skills, and abilities)

- **Interview 1**
 - **Interviewers:**

 - **Modality:**

 - **Duration:**

 - **Recommended candidates to move forward & brief reasons why for each:**
(2-3 reasons/bullet points – focus on qualifications, knowledge, skills, and abilities)

- **Interview 2**
 - **Interviewers:**

 - **Modality:**

 - **Duration:**

 - **Recommended candidates to move forward & brief reasons why for each:**
(2-3 reasons/bullet points – focus on qualifications, knowledge, skills, and abilities)

- **Interview 3**
 - **Interviewers:**
 - **Modality:**
 - **Duration:**
 - **Recommended candidates to move forward & brief reasons why for each:**
(2-3 reasons/bullet points – focus on qualifications, knowledge, skills, and abilities)

- **Interview 4**
 - **Interviewers:**
 - **Modality:**
 - **Duration:**
 - **Recommended candidates to move forward & brief reasons why for each:**
(2-3 reasons/bullet points – focus on qualifications, knowledge, skills, and abilities)

- **Interview 5**
 - **Interviewers:**
 - **Modality:**
 - **Duration:**
 - **Recommended candidates to move forward & brief reasons why for each:**
(2-3 reasons/bullet points – focus on qualifications, knowledge, skills, and abilities)

- **Additional information on Interviews:**

- **Who is the final candidate for this position:**
 - **Please provide a justification for why this candidate was selected:**

 - **If top candidate declines, please indicate reason:**

- **Please indicate alternate candidate:**
(only complete if first candidate declines)
 - **Please provide a justification for why this candidate was selected:**

 - **If alternate candidate declines, please indicate reason:**

- **Please indicate alternate candidate:**
(only complete if second candidate declines)
 - **Please provide a justification for why this candidate was selected:**

 - **If alternate candidate declines, please indicate reason:**

Verify and confirm that the following are stored in Workday for this recruitment in the Documents section of the Job Requisition:

- ☐ Copy of Recruitment Efforts Plan and copies of any externally placed advertisements
- ☐ A list of all interview questions asked through recruitment process.
- ☐ If applicants were not contacted via Workday, sample/templates for communications to invite to interview.
- ☐ Documentation of any declined offers.

Any other notes or relevant information:

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Note: *All feedback and recruitment materials are retained in the recruitment file and may be subject to an Open Records request. Please ensure all feedback and communications are respectful and professional.*