



Human Resources
FINALIST APPROVAL FORM

This form is to be completed by the Search Chair and processed *after* the committee has done reference checks and *before* anyone is invited for campus interviews. Please attach the following documents:

- Screening Summary Report
- Resume for each of the proposed finalists (selected and *may* be selected for interview)
- Unofficial transcript for each of the proposed finalists (selected and *may* be selected for interview)
- Job Posting
- Recruitment Report

This section is to be completed by the Search Chair:

College/Division: _____ Department: _____

Position: _____ PRF #: _____

Hiring Goal: _____ # of Applicants: _____ # of Qualified Applicants: _____

Search Chair: _____ Date: _____

Committee Members: *(List all)*

Comments:

Determination by Dean or Vice President* (to be sent to Human Resources w/documents):

Approved _____ Not Approved _____

Dean/VP Signature: _____ Date: _____

*Note: If position reports to more than one department/division, both Deans/VPs must sign.

Comments:

Determination by Human Resources (to be sent to Search Chair w/documents):

Approved _____ Not Approved _____

Human Resources Signature: _____ Date: _____

Comments:

After this form has the required signatures, the search chair and Dean/VP will receive an e-mailed copy of the approved form. At that time, you may begin inviting the approved finalists to campus for interviews.