

**INSTRUCTION GUIDE: Search Process Report**  
(Please follow the corresponding numbers on the SPR)

1. Candidate's first and last name
2. Refer to the job number from AP Recruit, found on the corresponding Academic Recruitment Plan
3. Proposed rank, series and step of the appointment
4. Hiring school (Medicine, Pharmacy, Nursing, Dentistry, or EVCP if appropriate)
5. Hiring department (may be EVCP if appropriate; may be an ORU if the recruitment is for a Non-Faculty Academic position)
6. Indicate whether your search is a multiple slot (multiple hire) or not
7. You have the option to close the search at this point (this will be the day the SPR is approved by the VPAA)
8. Enter the date that the final candidate was identified
9. List all journals and online publications where you have posted the ad. If other institutions or individuals were contacted to help assist you with your search process, please list them as well.
10. List the criteria used in rank ordering of the finalists, and the selection of the final candidate
11. List the efforts made by the committee to attract women, minority and veteran applicants (e.g. Professional journals targeting women or underrepresented minorities that were utilized)
12. If the candidate of choice has self-identified as disabled, indicate whether or not you were able to meet the accommodations requested, or required, in order for the candidate to perform the duties of the position. If the candidate did not self-identify as disabled, please indicate.

**\*Obtain all necessary approvals before sending to the Office of the Vice Provost, Academic Affairs\***

## Search Process Report

v. 10/13

1. Proposed Candidate:		2. Job Number:	
3. Rank/Series/Step:			
4. School:		5. Department:	
6. Is this a multi slot search?		YES	NO
7. Do you want to close the search now?		YES	NO
8. Date final candidate was identified:			

**9. Please list all publications that you have advertised in:**

[illegible]

10. Indicate major criteria used in rank ordering and selection of candidates for appointment (e.g. on basis of excellence regardless of field, specialization or breadth in his or her field, experience, etc.)

[illegible]

**11. The Search Committee was provided information on the existence of deficiencies of full utilization of women and minorities. Describe the efforts made by the committee to attract women, underrepresented minority, and veteran applicants:**

**a) Women**

**b) Underrepresented minorities**

**c) Veterans**

**12. If a candidate has self-identified as disabled, were you able to meet any accommodation requested or required to perform the duties of the position?**


**\*Applicant status must be updated in AP Recruit for Diversity Report purposes.**

Approval	signature	date
Search Committee Chair		
Department Chair		
Academic Vice/ Associate Dean		
Vice Provost Academic Affairs		