**SEARCH SUMMARY TEMPLATE**

*Please complete the fillable sections and once a finalist has been identified, submit back to your HR Consultant.* The selection summary shouldn’t include applicant names (just number of applicants at each stage); however, it is suggested that you include the name of the final candidate who is recommended for hire.

Position Title: **Click here to enter text.**

Department: **Click here to enter text.**

Position #: **Click here to enter text.**

Job Posting #: **Click here to enter text.**

Rank of candidate: **Click here to enter text.**

**Search Summary:**

The search committee received the charge from the Appointing Authority **Click to enter Appointing Authority’s name ,** on **Click to enter a date**.  The position was posted at Jobs@CU on **Click to enter a date** .  We received **Click to enter number** applications within the **Click to enter length of posting** posting timeframe.  The committee met on **Click to enter a date** to select candidates for interviews as well as to create interview questions.  The committee used a screening matrix and selected **Click to enter #** candidates; these candidates met the minimum requirements and preferred qualifications and were invited to interviews on **Click to enter a date** .  The committee interviewed **Click to enter #** candidates on **Click to enter a date**

It was determined from the interviews that **Click to enter #** candidates would be invited back for final interviews with the Appointing Authority on **Click to enter a date**.  **Click to enter # of candidates who dropped out of pool** of the **Click to enter total # of candidates**  candidates dropped out of the pool; **Click to enter #**  remaining candidates went on to the final interview with the Appointing Authority (if applicable). **Click to enter name of candidate** was offered the position by the Appointing Authority and accepted the position on  **Click to enter a date**  Their proposed start date is **Click to enter a date .**