

4. Specific reasons why these candidates were chosen. (i.e. Candidate #1 has Ph.D.in electrical engineering, 10 years experience, etc. "Best qualified" is not specific enough.)

5. List name(s) of those who made the final selection.

6. Name of final candidate and specific reasons why candidate was selected.

7. Specific reasons why a minority (if any applied) was not selected. (i.e. Master's degree was in Industrial Relations; accepted job elsewhere, etc.)

8. Explanation of salary offered. (i.e. Entry level rate for this classification (A/P); in keeping with contractual formula plus market factor (faculty); negotiated with candidate based on his/her previous salary, etc.)

Directions:

The Human Resources Office keeps records of the recruiting process and a log of all applications received. Any applications received directly in the department, should be routed to the Human Resources Office to be logged, numbered and acknowledged.

The Chair is responsible for any subsequent correspondence with applicants during the selection process. Copies should be kept of all correspondence, and notes made on telephone conversations with applicants. Notes should be kept with individual EEO Memo applications, but applications should **not** have notes written directly on them, as occasionally applicants will request return of their applications. All applications and copies of correspondence should be returned to the Human Resources Office when the position is filled, where they will be stored for the one-year period required by law.

An "Interview Guide" is available in the Human Resources Office to assist your committee in choosing legally permissible questions to ask candidates that are interviewed.