

Position:	
Search Chair:	
Hiring Manager:	
Candidate Hired:	
Documents that must be provided to Human Resources at the conclusion of the search	
$\checkmark$ = <b>received in HR</b>	<b>Item</b>
	All resumes received (temporary positions not posted on Interview Exchange)
	Selection matrix (determining who is phone interviewed and interviewed on campus)
	Phone interview questions, responses, and notes (for all candidates interviewed and all interviewers)
	On-campus interview questions, responses, and notes (for all candidates interviewed and all interviewers)
	Feedback forms from open forums or teaching demonstrations
	Recommendation matrices, notes, and/or memos
	Reference checks
	Any materials that the candidate provided outside of Interview Exchange
	Other