



# SHORT LIST REPORT

To be completed by the Hiring Manager once a final group of candidates has been agreed upon. Please complete, print & submit hard copy & supporting documents to the Office of Faculty Affairs, 102 Blair Hall.

Position Title: \_\_\_\_\_

Position #: 6084-0000-000\_\_ - \_\_\_\_

Search Committee Chair: \_\_\_\_\_

Search Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____

Candidates Interviewed Not Making Short List: *Print and attach list from People Admin*

The Short List in order of ranking:

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Name: \_\_\_\_\_

5. Name: \_\_\_\_\_

*Additional pages may be used if necessary.*

❖ Please attach each of the following, in order, for each Short List candidate.

1. Major qualifications for the position (teaching & research)
2. Curriculum Vitae
3. Letters of recommendation - *not required until the presentation of the final ranking of candidates for the position, however, if you have already received any letters, they must be submitted at this time.*
  - Lecturer, Instructor or Assistant Professor requires three (3) recommendations
  - Associate Professor or Professor requires five (5) recommendations
4. Notification and Release (background check form)

Hiring Manager Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_