Search Committee members should follow the HR training recommendations for interviews. It is highly recommended that the Search Committee members take notes during both the phone/Skype and on-site interviews. For the top three candidates and after all on-site visits are completed, the Search Committee should meet and deliberate on Strengths/Weaknesses and provide their summative evaluation in the form below. This documentation provides Chairs and Deans necessary information in their review of the candidates.

**This form must be signed by OR received via email from the Search Committee Chair.**

|  |  |  |  |
| --- | --- | --- | --- |
| Department: |  | | |
| Position Title: |  | Position Number: |  |

**Name (City, State)**

Strengths:

Weaknesses:

**Name (City, State)**

Strengths:

Weaknesses:

**Name (City, State)**

Strengths:

Weaknesses:

Search Committee Chair

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_