**University of Wyoming**

**APPLICANT POOL SUMMARY**

**FACULTY, ADMINISTRATORS, AND AT-WILL EMPLOYEES**

**GENERAL INFORMATION**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION #\_\_\_\_\_\_\_\_\_\_\_\_ POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COLLEGE/DIVISION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANT POOL**

**Please email a list of all applicants (first and last names) to** **diversity-epo@uwyo.edu****. Excel is preferred.**

**TOTAL NUMBER OF APPLICANTS: \_\_\_\_\_\_\_\_\_\_**

**Please provide documentation of how candidates were evaluated. Attach ranking sheets, scoring matrix, etc. A sample matrix is available at** [**www.uwyo.edu/diversity**](http://www.uwyo.edu/diversity)**.**

**SCREENING CRITERIA**

**1.**

**2.**

**3.**

**4.**

**5.**

**APPLICANTS TO BE INTERVIEWED (submit vitae of selected candidates):**

**□ By telephone/video**

**□ In person**

**Please list the names of candidates selected for an initial interview. If you select additional candidates at a later time, please provide a new form. A new form is not required for subsequent interviews with the same candidates. Please provide your recommendation for hire on the Search Results form.**

|  |  |
| --- | --- |
| Name | Comments |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

**APPROVALS: (OBTAIN ALL PRIOR TO INTERVIEWING)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Search Chair Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean/Vice President Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Diversity/EEO Date**

*Completed forms may be submitted via email or fax, but all signatures must be obtained before transmission.*

**COMMENTS:**