**University of Wyoming**

**SEARCH RESULTS**

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

**GENERAL INFORMATION**

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

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

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

**FINAL SELECTION CRITERIA (most important to least important):**

**1.**

**2.**

**3.**

**4.**

**5.**

**ACCEPTABLE CANDIDATES**

**List ONLY candidates who are acceptable for an offer of employment, in order of preference:**

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

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

**CONCLUSION**

**If none of the candidates listed above accepts an offer, the search will be:**

**\_\_\_\_\_\_ Extended** (continued with the same applicant pool)

**\_\_\_\_\_\_ Reopened** (readvertised for a new applicant pool)

**\_\_\_\_\_\_ Cancelled** (closed with no further action)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Search Chair**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Diversity/EEO**

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

**OFFER RECOMMENDATION/APPROVAL**

**CANDIDATE:**

## START DATE:

**TITLE/RANK:**

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

**Dean Date**

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

**VP/Appointing Authority Date**

**COMMENTS:**

**------------------------------------------------------------------------------------------------------------------------------------------------------Note: VP or Appointing Authority’s signature is required before an offer of employment can be made.**