Final Report

At the end of each search and screen committee, the chair of the committee should send the Director of Affirmative Action a final report, including the following information.

1. Who actually served on the committee? (Occasionally someone from the original approved committee list has to be replaced)

2. Who was the position offered? Who declined the offer and why?

3. What is the start date for the forthcoming new employee?

4. A statement indicating that all other candidates have been informed that they were not selected for the position.

5. A statement indicating where all search and screen materials will be stored for the next five years.

6. A copy of the ad in each of the publications to which it was submitted.

If anyone has questions, contact the Director of Affirmative Action at 520-4384,