

Verify that all of the following items are complete before submitting for central campus review. For detailed information on academic recruitment policies, refer to the [Non-Senate Search Guide](#).

1. Confirm there are a minimum of ten qualified applicants. In order to submit a search report for a proposed candidate after the minimum 15-day period there must be at least ten minimally-qualified applicants. If there are less than ten, the search must remain open for 30 days and all applicants who apply within those 30 days must be reviewed.
2. Search report name includes the name(s) of the proposed candidate(s)
3. Confirm that the correct review date has been selected and the proposed candidate(s) appears in the search report.

Applicant statuses

4. Verify that all applicants have the appropriate status. All interviewed applicants should be marked Interviewed and applicants being put forward should be marked Proposed candidate. Duplicate applications should be marked as withdrawn. No applicants should have statuses of Offered, Accepted offer, or Hired prior to an approved search report.
5. The proposed offer information (including anticipated start date) must be entered for all proposed candidates.
 - 5.1 Confirm that the anticipated start dates for all proposed candidates are in the future (start dates must be after the search report is approved).

Applicant disposition reasons

6. Confirm that all disposition reasons/comments are relevant to the description of the position and stated qualifications. Applicants cannot be deselected based on assumptions (e.g., assuming a candidate would not take the job because they live far away).
7. For all individuals who did not meet the basic qualifications, use the disposition reason/comment to indicate what basic qualification they do not possess.
8. For any duplicate applications, write “duplicate application” in the disposition comment.
9. For each deselected applicant, provide a disposition reason that indicates specifically why they were not put forward. Disposition reasons should not be the same for every applicant.
10. For each interviewed candidate, include a few sentences in the disposition comment explaining why they were not chosen as the proposed candidate.
 - 10.1 Alternate candidates are individuals that the department has interviewed and would like to hire if the proposed candidate withdraws. For any alternates, please use the disposition comment to explain their strengths (why the department would like to hire them if the proposed candidate withdraws), and their weaknesses (why they were not selected as the proposed candidate).
11. For each proposed candidate, include a few sentences in the disposition comment explaining why they were selected as the proposed candidate. Do not select a disposition reason for the proposed candidate.

Interview materials

12. Confirm that the interview questions have been uploaded.
13. Confirm that the interview notes for all interviewed candidates have been uploaded. Interview notes must be in one of the following formats:
 - Notes on each candidate’s response to each question (can be typed or handwritten)
 - Summary of interview responses for each candidate
 - Ranking sheet/evaluation template completed for each interviewed candidate

Search committee narrative

Required for all titles except lecturers, postdoctoral fellows, specialists, project scientists, and continuing educators.

14. For all non-senate searches for titles that are not listed above, confirm there is a search committee narrative uploaded to the Letters and memos section.
 - 14.1 Confirm that the narrative includes all the information listed in the search committee narrative section of the [search guide](#) (found in the Documentation section under ‘Completing the Search Report’).