

Applicant pool reports should be submitted for approval as soon as possible after the final date. **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 [Senate Search Guide](#).

1. Applicants have been assessed on the basic qualifications, and accordingly marked as ‘Meets’ or ‘Does not meet.’
2. The “Actual search & recruitment efforts” section is filled out with any ways in which the search and recruitment efforts actually undertaken were different than what was specified in the “Planned search & recruitment efforts.” Provide explanation for differences, or state that all planned efforts were completed (do not enter information that was already planned).
3. Evidence of all outreach efforts (advertisements, listservs, emails, log of calls made, list of contacts, etc.) has been uploaded to the “Evidences of advertisement” section.

SENATE SHORT LIST REPORT – Checklist of Requirements

Short list reports must be submitted and approved prior to inviting candidates to campus for interviews. **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 [Senate Search Guide](#).

1. Short listed candidates have the status ‘Recommend for interview.’
2. Long listed candidates who are not proposed for the short list have the status ‘Serious consideration.’ If they are not being permanently deselected at this time, please provide a note in their disposition comment explaining this.
3. Disposition reasons are provided for all deselected applicants.
4. Evaluation materials have been uploaded to the Documentation section, including as relevant:
 - Evaluation/rating forms/scales
 - Spreadsheets of committee scores or assessments
 - Standardized questions used for soft interviews
 - Soft interview summaries
5. A memo has been uploaded to the Documentation section stating all conflicts of interest that were identified and how they were handled, according to the conflicts of interest policy.