This form is required to close your search officially. It should be filled out by the Department Search Committee Chair, Department Chair, or their designee. You may download a full version of this form in HRDI's website under Faculty Recruitment's Post Search Documents if you would like to view all of the questions before completing the form electronically.

Requisition Number
This number can be found in your requisition in CHRS Recruiting. It is the number in the last field in the first section of the requisition.

CHRS Recruiting Requisition Number:

Recruitment Strategy

Describe your proactive recruitment strategy:
Note, in particular, any differences from the Proactive Faculty Recruitment and Advertising Plan Form you submitted with your position requisition.

What part(s) of your recruitment strategy was most effective at recruiting a high-quality and diverse applicant pool?

What part(s) of your recruitment strategy were least effective?

Candidate Statement on Commitment to Inclusive Excellence

Were applicants asked to submit a Candidate Statement on Commitment to Inclusive Excellence (also known as Candidate Diversity Statement)?

If yes, describe how the search committee considered these candidate statements during the search process (e.g., how were they evaluated, how were they weighted?):

On-Boarding

Did this search result in the successful appointment of at least one new faculty member?

If yes, describe your onboarding plan for the new faculty member(s) hired through this search.

Search Closure Requirements

☑ The Department Chair has securely archived all search-related documents and communications that have not been uploaded into the CHRS Recruiting system and will keep these documents for a minimum of three years.

☑ All other members of the DSC and the Department have deleted or destroyed all search-related documents.

☑ All position advertisements posted by the department have been removed or discontinued.

☑ All applicants have been dispositioned to a COMPLETE status in CHRS Recruiting.

☑ Check this box to request that the HRDI Academic Talent Management Office officially close this search. Please note once the search is closed, department and search committee members will no longer have access to the requisition in CHRS Recruiting.

HRDI / ATM Office Use Only:
Department(s)/Program(s):
Position:
Number of applicants:
Number of candidates:
Number of semi-finalists:
Number of finalists:
Reasons for candidates not moving forward to interviews:
Final search status: