

Inclusive Search- Phase Two: Applicant Selection and Interview	
Candidate pool meets availability for job classification?	Yes No *If yes , please move to "Candidates Interviewed but not Recommended" section
If no , OIE action plan for committee (to be completed prior to interviews beginning):	
OIE	Date
Recruiter	Date
What additional actions did the committee take to ensure diverse applicant pool? Please explain:	
Search Committee Chair	Date
Recruiter	Date
Considering the new data and the above, is it acceptable for the committee to proceed with interviews?	
Yes	
No	
OIE	Date
Recruiter	Date
Candidates Interviewed but not Recommended	
Candidate Name	Reasons for Non-Selection

Please select all screening criteria used by committee. Share all documents used with your recruiter

HR Provided Interview Questions	Town Hall
Evaluation Matrix	Open Forum
Evaluation Form	Rubric
Telephone Interview	Other, please describe

Acknowledgment of Actions to Ensure Inclusive Candidate Selection and Interview Process

Search Committee utilized the resources and guidelines established in the Inclusive Hiring process to ensure an inclusive application/candidate selection and interview experience.

Search Committee Chair acknowledges that the work aligned with and included:

- Establishing an appropriate evaluation rubric
- Developing inclusive candidate questions
- Search Committee behaviors were aligned with the Inclusive Hiring training expectations

Search Committee Chair	Date
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Candidates Recommended to Hiring Manager

All acceptable candidates should be submitted to the Hiring Manager as the Committee's recommendation unless there are extenuating circumstances. *For such circumstances, please explain as an attachment to this document.*

Candidate Name	Candidate Strengths	Candidate Challenges

Candidate Selection and Interview Approval

After review of the above, we acknowledge that effort was made to ensure an inclusive applicant/candidate selection and interview process and the guidelines needed to support a diverse search were applied.

OIE	Date
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Recruiter	Date
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