



## Recruitment Summary

(03/10)

Human Resources, 263 Morgan Hall, 670-1538

Position Classification: \_\_\_\_\_ Banner Position Number: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Websites or Organizations where you have distributed recruitment information for this position:**

_____	_____
_____	_____
_____	_____

**Selection Committee Chair: (if applicable)** \_\_\_\_\_

**Selection Committee Members: (if applicable)**

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Position Supervisor's Signature

\_\_\_\_\_  
Date

*Supervisor, if a Selection Committee is used in this recruitment, forward this form to the Committee Chair for final completion. Otherwise, complete the rest of the form and forward it as directed below.*

**Candidates/Applicants who were offered an interview:**

Name:	Applicant Interviewed	Interview Declined	Notified of Decision

\_\_\_\_\_  
Committee Chair's Signature (if applicable)

\_\_\_\_\_  
Date

*Forward this completed form to Human Resources with all other completed recruitment forms and documentation.*