

SEARCH COMMITTEE SUMMARY REPORT

(This form should be used by the committee chair to report to the Hiring Manager a list of the candidates interviewed, in alphabetical order, listing their strengths and weaknesses. Add lines as needed. Email this completed form to the hiring manager and to the Director of Human Resources. Print out this form and have each committee member sign it and forward it to the Hiring Manager.)

Position to be filled: _____ Committee Chair: _____

- Candidate Interviewed: _____
Strengths Weaknesses

_____	_____
_____	_____
_____	_____
_____	_____

- Candidate Interviewed: _____
Strengths Weaknesses

_____	_____
_____	_____
_____	_____
_____	_____

- Candidate Interviewed: _____
Strengths Weaknesses

_____	_____
_____	_____
_____	_____
_____	_____

- Candidate Interviewed: _____
Strengths Weaknesses

_____	_____
_____	_____
_____	_____
_____	_____

- Candidate Interviewed: _____

Strengths	Weaknesses
-----------	------------

- Candidate Interviewed: _____

Strengths	Weaknesses
-----------	------------

Committee members:

Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date

Signature of Chair	Date
--------------------	------