

## University of Colorado System Administration Officer and University Staff Search Summary Report

The search summary report explains the process that the search committee used to identify finalists for the position and provides documentation for reporting requirements. The initial charge from the hiring authority should be used as a guide when creating the search summary and may be attached to this report. The search summary report must be sent to the HR director ([Kathy.Rasco@cu.edu](mailto:Kathy.Rasco@cu.edu)) to complete the search process.

Position #		Working Title:	
Posting #		Hiring Authority:	
Job Code:		Search Committee Chair:	
Dept. #:		Department:	

Total # of Applicants:		# of Qualified Applicants:	
# of Initial Interviews:		# of Final Interviews:	

Finalist(s) recommended for hire:

Describe the selection process, such as evaluation criteria, scoring sheets, elimination steps, diversity outreach efforts, interview process, etc.

Please list the finalist(s) recommended to the hiring authority from this search and describe how the finalist(s) were better qualified compared to the other candidates in the pool. Additionally, if minorities and/or women were in the semi-finalist group but were not included as finalists, please explain why: