



Faculty Name \_\_\_\_\_

Search Year \_\_\_\_\_

College \_\_\_\_\_

Subdiscipline \_\_\_\_\_

Department \_\_\_\_\_

Recruitment Number [RN] \_\_\_\_\_

Search Committee Members (Print Name)

\_\_\_\_\_, *Chair*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INITIAL RECRUITMENT PROCESS

Date (mm/dd/yr) \_\_\_\_\_ Action

\_\_\_\_\_ Position Description [PD] approved by Faculty Affairs [FA] and Recruitment Number assigned  
 *Attach final copy with recruitment number*

\_\_\_\_\_ After approval – Position Description e-mailed to FA for posting on University web site

\_\_\_\_\_ Recruitment and Advertising Plan – Approved by Director of Equity and Diversity (OED)  
 *Attach copies of all advertising.*

\_\_\_\_\_ Screening and Selection Process – Approved by Dean  
 *Attach signed copy of approval*

Each week until pool is approved, the department must send via e-mail a list of applicants with their e-mail address to the Office of Equity and Diversity, e-mail jharri12@csulb.edu.

\_\_\_\_\_ Request for Dean’s approval of applicant pool with copy to OED

DEAN’S APPROVAL REQUIRED (INSERT DATE)

\_\_\_\_\_ Dean approves applicant pool to begin Screening

\_\_\_\_\_ Dean approves semi-finalists  
 *Attach list of semi-finalists*

\_\_\_\_\_ Dean approves phone Interviews (optional – see your Screening and Selection Process)

\_\_\_\_\_ Dean approves finalists for on-campus interviews  
 *Attach list of finalists*

AFTER INTERVIEWS (INSERT DATE)

\_\_\_\_\_ On-Campus Interviews completed \_\_\_\_\_ Total number of applicants  
 *Attach list of those interviewed*

AFTER CANDIDATE SELECTION

First candidate accepted?  Yes  No If no, why not? \_\_\_\_\_

Second candidate accepted?  Yes  No If no, why not? \_\_\_\_\_

\_\_\_\_\_ Appointment file sent to College Office with Department Action Log (including all attachments)