

Faculty Search

JOB SEARCH REPORT 2 – FINALIST APPROVAL REQUEST FORM

Please upload this report along with a copy of your recently submitted Job Search Report 1 – Short-list Approval Form to the One Drive Folder titled: [ECAS Faculty Hiring Materials for Departments](#) in the specific department folder for the approved search when you have a short-list of candidates to recommend for final campus interviews.

Typically, the department search committee forwards a recommendation of the three short-listed candidates to the full department faculty. All regular full-time faculty members in the department are then expected to thoroughly review the portfolios of all short-listed candidates and participate fully in the campus interview process. Faculty members who have engaged fully in this stage of the search process (attended job talks, teaching demonstrations, met with the candidates, etc.) are then invited to vote on a finalist at the department meeting. This departmental vote serves as a recommendation to the Dean.

Once the department has voted and made the recommendation for a finalist to the Dean's office, the Dean reviews this recommendation and may ask the department chair for additional information before making a final determination and providing an approval.

Once materials have been uploaded, please inform Shannon DeMyers at Dean_of_Faculty@emory.edu that your materials are ready for review in the OneDrive folder. The only attachment needed in addition to the JSR-1 Short-list Approval Form is the relevant candidate pdf packet for the finalist selected.

1. Department/Program Name: _____

2. Job Search Position Title: _____

3. Finalist selected:

Name: _____

In the event the finalist withdraws or that the offer is rescinded, please include the names of potential candidates that would receive offers, (if known).

Name: _____

Name: _____

4. Is the finalist a foreign national hire? In order to prepare additional paperwork for foreign national hires, we need to know this information in advance. Yes No

5. Was this search under an OEI hiring goal? Yes No

6. If yes, what was the goal and how does this selected finalist meet the goal?

7. Please include additional comments on particular challenges and successes of the search. What additional steps would you recommend in a future search? What elements of the recruitment process could be improved? What resources, innovations, and efforts should be carried over to the next search?

8. Make sure the following steps are complete before closing your search in Interfolio.

- Mark each *Applicant Status* as “Interview”
- Mark the finalist(s) *Applicant Status* as “Hired”
- *Disposition* the finalist as “Hired”
- Give each candidate with a disposition
- Ensure to edit the *Position Details /Position Notes* to match the hired candidate(s) rank and track along with Job code
- Mark the requisition as “closed”. Do not archive the candidates or the search.

This report has been reviewed by the chair of the search committee and the chair of the department.

Report Completed and Submitted by:

Print Name

Signature