

Search Committee Recruitment and Selection Summary Report

POSITION INFORMATION

Employer	Georgia State University -Perimeter College
Department Name	[Enter Location]
Position Title and Log Number	[Title] [Log Number]
Search Committee Chair Name	[Enter Name]

EMPLOYER’S RECRUITMENT EFFORTS

Date Position Posted/Closed	[Completed by PC HR]
Date Committee Application Review Began	

RECRUITMENT ADVERTISING

Name of Publications/Online Advertisements	Dates of Publication
Chronicle of Higher Education (collegewide)	[Completed by PC HR]
Perimeter College Applicant tracking website	[Completed by PC HR]
University System of Georgia Applicant Clearinghouse	[Completed by PC HR]
HigherEdJobs.com	[Completed by PC HR]
[Additional recruitment sources by department]	
Chronicle of Higher Education (departmental)	
[Add Additional Rows if needed]	

ASSESSMENT OF APPLICANTS

Recruitment Results	Total Number
Number of Applications Received by the committee review date	
Number of applicants minimally qualified	
Number of applicants rejected for lawful reasons	
Number of applicants interviewed (1 st round – if applicable)	
Number of applicants interviewed on campus	
Number of applications received	[Completed by PC HR]
Number of applications that did not meet prescreening questionnaire	[Completed by PC HR]
Number of applications received after the committee review date	[Completed by PC HR]
Number of hires	

Summarize the Search Committee’s Methodology for Assessing and Narrowing the Applicant Pool (include strengths and weaknesses identified in the candidate pool; not individual candidates)

Summarize the Search Committee’s overall assessment of the top qualified candidate(s) and provide specific examples of the strengths the candidate(s) possessed which made the candidate(s) the strongest and most qualified candidate(s).