



Exempt Staff Search Summary Report

INSTRUCTIONS: Complete sections I and II as soon as possible and return the form to the Office of Equal Opportunity & Accessibility (EOA) before starting the search. The remainder of the report must be completed and approved before candidates may be invited for on-campus interviews.

The Exempt Staff Search Summary Report documents the methods and actions taken to advertise the position, recruit applicants, and select the Primary and Secondary candidate pools. Any questions regarding the report should be directed to EOA.

EOA will notify the search chair of the approval of the Exempt Staff Search Summary Report, and step status changes in Taleo.

**Return via email to:
Cindy Lay, HR Consultant
Extension HR
clay@utk.edu**

Date: _____ Search Chair Email: _____

I. Search Information

Department/Unit: _____

Position: _____

Taleo Position #: _____

Is this search for a Director or above position? Yes No

Hiring decision-maker name: _____

Hiring decision-maker title & department: _____

Search committee chairperson name: _____

Search committee chairperson title & department: _____

Has the search chair attended an exempt staff search chair orientation session with EOA?

Yes No

Date of completion: _____

II. Search Committee Composition

Please fill in the names of all search committee members. As a reminder, the hiring decision-maker and/or current supervisor of the position **cannot** be on the search committee.

Committee Member Name	Title and Office/Department	Date of STRIDE training completion (recommended)

III. Initial Screening Process

List the dates when the initial screening process took place:

List the names of applicants interviewed at initial screening:

IV. Recruiting/Advertising efforts

Please provide examples of publications, professional organizations, committees, websites, e-mail listservs, mass mailings, and referral sources where the position was advertised and dates of listings.

V. Primary and Secondary Candidate Pools

List primary and secondary candidates in the following format: last name, first name, middle initial.

Primary Candidates

Secondary Candidates

VI. Strengths and Weaknesses

Based on initial screening and candidate materials, provide strengths and at least one weakness for each primary and secondary candidate.

Candidate name: _____ Primary Secondary

Candidate name: _____ Primary Secondary

Candidate name: _____ Primary Secondary

Candidate name: _____ Primary Secondary

VII. Signatures

Search Chair Name (print)

EOA Staff Name (print)

Search Chair Signature

EOA Staff Signature

Office Use Only

Total Number of Applicants: _____

Gender: _____

Race: _____

Ethnicity: _____

Veterans Status: _____