|  |  |  |
| --- | --- | --- |
| id_insignia | **Cornell University****Facilities and Campus Services****Search Closure****Form** | **Position #:** |
| Job Title: |
| Please return to: |
| **PLEASE NOTE:**  | To comply with University policy, the unit human resource representative or designee must retain all records of the search and selection process for a period of 3 years. Thesematerials should include:1. A copy of the job description for the position, 2. All telephone and onsite interview notes from each member of the interview team, 3. Notes from reference checks, 4. A copy of the signed offer letter, and 5. Any other related recruitment documentation. |
| **Department:** |  |
| Name of hired candidate: |  |
| **Affirmative Action Goals Met** | Diversity Goals:  | Gender Goals: Yes/No |
| **Date offer made:** |  | Date offer verbally accepted:  |  |
| **Start date:** |  | Salary/hourly rate: |  |
| Reasons for Selection (*Please be specific and relate skills, education, experience to those required, as stated in staff position description):* |
| References for the Selected Candidate: NOTE – for CU transfers, contact FCS HR Representative.One reference must be the current/previous supervisor. |
| NOTE: Effective March 2020, Cornell University is using an external vendor, Checkster, to conduct all reference checks. The Checkster report has been shared with the Hiring Manager and is stored by the FCS HR department. |
| Non-Selected Interviewed Applicants: List applicants interviewed but not selected at end of each interview round. You are required to providespecific and objective job based skills, education and experience, as stated in staff position description, that were either missing or not as strong as the candidate selected.The Hiring manager must notify by phone all candidates who received an onsite or phone interview and did not move forward. Comments below are required. For all candidates not contacted by phone, Human Resources will notify by email those who did not move past the resume review stage.  |
| Name | Interview Round Rejected | Interview/Notification Date | Comments (reasons not selected) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |