



THE RESEARCH FOUNDATION

*The State University of New York*

**SUNY Fredonia**

## **Interview & Recommendation Process Report**

(To be submitted after final selection of recommended candidates.) No offer can be made to a candidate until all approvals have been obtained. Type all information directly on this form.

Department/Office: \_\_\_\_\_ Department Chair: \_\_\_\_\_

Prof title: \_\_\_\_\_ Project Director \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**I. Persons who were telephone or screening interviewed but were not brought in for a final interview.** *(Go directly to section III if you did not conduct telephone interviews).*

List the name, gender, and ethnicity (if known) of each candidate who was telephone interviewed or who had a screening interview and was not advanced for a formal interview. Give the specific reason why each candidate was not invited for further interviews.

**II. Complete this section for all candidates who had final interviews on campus.**

**A. List the name, gender and ethnicity (if known) of each candidate(s) recommended for the position and provide the specific reason(s) why each candidate was recommended. The reason must relate to the job requirements and essential functions of the position. It is not sufficient to say that the candidate meets the requirements. Briefly explain how the candidate meets the requirements and is able to perform the essential functions of the position. In addition to the requirements also include information from reference checks, impressions from interviews and commitment to the Research Foundation and SUNY Fredonia mission.**

**B. List the name, gender and ethnicity (if known) of each candidate who was interviewed on campus but was not recommended for the position. Give the specific reasons(s) why each was not recommended. The reasons must relate to the job requirements and the essential functions of the position.**

Send two copies of this form and all attachments to the dean/director for forwarding to the vice president and equity and diversity officer

Interview & Recommendation Process Report

Department/Office \_\_\_\_\_

Job Title \_\_\_\_\_

**Signatures Required for Approval**

\_\_\_\_\_  
Search Committee Chair

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Shari Miller, Director of Post Award Grants  
Administration

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Tracy S. Bennett, CPA, Operations Manager

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Sandra Lewis, Director of Affirmative Action

\_\_\_\_\_  
Date

Comments