

BioMed Postdoc Search Close Reports

Request to Close Search

Date of Close Request: _____

Submitted By: _____

PRA Search #: _____

Interfolio Link: _____

Postdoc Title: _____

Department:

- ☐ Ecology, Evolution, and Organismal Biology
- ☐ Medicine
- ☐ Molecular Biology, Cell Biology, and Biochemistry
- ☐ Molecular Microbiology & Immunology

- ☐ Neuroscience
- ☐ Pathology and Laboratory Medicine
- ☐ Psychiatry and Human Behavior

Please indicate the outcome of this search:

- ☐ The search did not identify any candidates that the Search Committee wishes to hire or funding for this proposed position no longer exists
- ☐ We would like to hire the following individual(s) and will be sending their hiring package along shortly:

<i>First Name, Last Name, Degree</i>

Please include the CV for the chosen individual(s) with this close search request.

For this position, the total number of applicants is __. The percentage of women among applicants is __ %, while the percentage of applicants from historically underrepresented groups is __%.

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Interim Pool Report

This pool report must be submitted at least two business days before the department wishes to begin scheduling interviews, and must be approved before any interviews may be scheduled.

Recruitment Procedure – Please describe your efforts to advertise this position and solicit applications. Be sure to include any deviations from the submitted hiring plan.

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Review Process – Please describe in detail the screening process used to select applications receiving further consideration, i.e. the sequential process used to identify the Long List, (Near) Shortlist, etc. Explicitly state any criteria and procedures used to rank applicants. Be sure to include the names of individuals actively involved in the review together with their role (e.g., committee chair, committee member, ad-hoc reviewer).

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Evaluation of (Near) Shortlist Candidates

Please list the names of the candidates in your (Near) Shortlist as indicated by their status in Interfolio. This list should include any candidates you plan to bring too campus and a second tier of an equal number of candidates who will not be invited to campus.

<i>Name</i>	<i>Invite for Interview</i>	<i>Do not invite</i>	<i>Please provide a brief statement justifying their inclusion/exclusion based on his/her major qualifications for the position in the areas of both teaching and research.</i>
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

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Diversity Report

This report will be sent to the offices of the dean and the Vice President for Institutional Equity and Diversity for review.

Please comment on the composition of the applicant pool and on efforts that were made to attract women and applicants from historically underrepresented groups:

If the percentage of women or HUG applicants is unusually low, what steps were taken to increase the diversity of the pool?

Do you have any concerns or comments about the search process or applicant pool?

Comments:

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Compliance Report

In addition to filling out this form, please upload your Committee and Faculty Meeting Minutes as attachments in Interfolio. If you do not use Interfolio, please submit your minutes to the Dean's office.

Interview Process – Please describe in detail the screening process used to select the finalists to be interviewed. Explicitly state any criteria and procedures used to rank applicants. Be sure to include the names of all individuals who interviewed the finalists.

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Evaluation of Finalists

Please list the names of the candidates in your (Near) Shortlist as indicated by their status in Interfolio. This list should include any candidates you plan to bring too campus and a second tier of an equal number of candidates who will not be invited to campus.

<i>Hiring Recommendations</i>							
<i>Name</i>	<i>1st</i>	<i>2nd</i>	<i>3rd</i>	<i>4th</i>	<i>5th</i>	<i>Not Recommended</i>	<i>Please provide a brief statement justifying your hiring recommendation based on his/her major qualifications for the position in the areas of both teaching and research.</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

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Diversity Report Update

This report will be sent to the offices of the dean and the Vice President for Institutional Equity and Diversity for review.

Did the actual search process vary in any significant ways from the hiring plan? Was the search advertised in all of the venues discussed in the original search request?

Would you recommend any changes to the department's process for future searches?

Any other comments you would like to share confidentially with the Dean or the VP of Institutional Equity and Diversity may be entered here.

Comments: