

The Search Committee has received resumes...

The candidate does **not** meet the very minimum qualification listed in the position announcement.

Action: Send notification that they are not qualified.

Priority: Immediately.

Notes: Letter can be mailed or emailed.

The candidate **does** meet the very minimum qualification listed in the position announcement.

Action: Send notification that they are qualified.

Priority: Immediately.

Notes: Letter must be mailed with one EEO card (please affix label before mailing).

We do **not** think the candidate is acceptable to fill the position.

Action: Send notification that they will not be considered for the position.

Priority: Immediately.

Notes: Letter can be mailed or emailed.

We **do** think the candidate is acceptable to fill the position, **but** have not decided to interview the candidate.

Action: This candidate is not among your top choices and should be sent notification that they will not be considered for the position **after** the new hire has started.

Priority: At the committee's discretion.

Notes: You may want to notify these candidates immediately that are still being considered. Letter can be mailed or emailed.

We **are** interested in interviewing the candidate.

Action: Invite candidate for an interview.

Priority: At committee's discretion.

We do **not** think the candidate is acceptable to fill the position.

Action: Send notification that they will not be considered for the position.

Priority: Immediately.

Notes: Letter can be mailed or emailed.

We **do** think the candidate is acceptable to fill the position, **but** have decided not to forward the candidate to the hiring official.

Action: This candidate is not among your top choices, and should be sent notification that they will not be considered for the position **after** the new hire has started.

Priority: At the committee's discretion.

Notes: You may want to notify these candidates immediately that they interviewed well and are still being considered. Letter can be mailed or emailed.

We **would** like to forward the candidate to the hiring official for consideration.

Action: Forward candidate to the hiring official.

Priority: At committee's discretion.

The hiring official does **not** think the candidate is acceptable to fill the position.

Action: Send notification that they will not be considered for the position.

Priority: Immediately.

Notes: Letter can be mailed or emailed.

The hiring official **does** think the candidate is acceptable to fill the position, **but** has decided to make an offer to another candidate.

Action: This candidate is not your top choice and should be sent notification that they will not be considered for the position **after** the new hire has started.

Priority: At the committee's discretion.

Notes: You may want to notify these candidates immediately that they interviewed well and are still being considered. Letter can be mailed or emailed.

The hiring official **does** think the candidate is acceptable to fill the position, **and** would like to make an offer.

Action: Do **not** make an offer **until** the Equity Administrator and Major Unit Head have approved the search process.