Hiring Administrators must complete this form for all positions being submitted to Human Resources.


Names of candidates interviewed and job-related specific reasons they were not selected; please avoid language that is not specific like "not a good fit" or "not as qualified". Please note: The hiring administrator is responsible for calling those interviewed to notify them of the committee's decision.
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 TO HUMAN RESOURCES $\square$

## Interviews

Composite Ranking Sheet for Committee Chair
$\square$ Date $\square$

Job Title $\square$ School/Dept. $\square$

## Directions for Selection Committee Chair:

1. Based on the OVERALL assessment, please rank the applicants interviewed.
2. No ties are allowed.
3. Assign a RANK of 1 to the applicant you consider most qualified. Assign a RANK of 2 to the next highest and so on through all of your applicants.

Rank \#1
Rank \#2
Rank \#3
Rank \#4...
4. The Selection Committee Chair will list the names of the applicants interviewed from each committee member on the table below to show the final ranking of the applicants by the committee. (Please refer to the committee member ranking sheets).

| Committee <br> Members Initials: |  |  |  |  | Total Rank <br> Points | Final Rank |  |  |
| :---: | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Applicants | Rank | Rank | Rank | Rank | Rank | Rank |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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Committee Chair Signature $\square$

