

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

OFFICE OF INSTITUTIONAL EQUITY
EQUAL OPPORTUNITY COMPLIANCE AND RECRUITMENT

Search Summary Worksheet

Academic Search and Recruiting

Basic Information

Position Title: _____ ID #: _____

Hiring Unit: _____

Position Open Date: _____ Position Close Date: _____

Candidate Information

First Round | Which candidates were contacted for initial interviews? Provide the name of the candidate, date of interview, and location of interview.

Candidate Name	Interview Date	Interview Location		
		On Campus	Virtual	Phone Screen
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

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Candidate Information cont.

Second Round | Was there a second round of interviews? Yes ☐ No ☐

If yes, which candidates were contacted for the second round? Provide the name of the candidate, date of interview, and location of interview.

Candidate Name	Interview Date	Interview Location	
		On Campus	Virtual
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Third Round | Was there a third round of interviews? Yes ☐ No ☐

If yes, which candidates were contacted for the second round? Provide the name of the candidate, date of interview, and location of interview.

Candidate Name	Interview Date	Interview Location	
		On Campus	Virtual
		☐	☐
		☐	☐
		☐	☐
		☐	☐

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Selectee Information

Selectee Name: _____

Please provide a written narrative outlining what made the selectee the strongest applicant.

Was the selectee hired? Yes ☐ No ☐ Start Date: _____

Selectee Name: _____

Please provide a written narrative outlining what made the selectee the strongest applicant.

Was the selectee hired? Yes ☐ No ☐ Start Date: _____

Selectee Name: _____

Please provide a written narrative outlining what made the selectee the strongest applicant.

Was the selectee hired? Yes ☐ No ☐ Start Date: _____