

Hiring Proposal Checklist

	Completed Checklist for Recruiting, Interviewing & Hiring
	Copy of job posting
	Matrices including all eligible applicants from each search committee member
	Notes from each search committee member on all candidates & applicants
	Interview questions with notes from each search committee member from all candidates interviewed
	Verification of minimum education requirements met (Associates degree or above only)
	Any justification or documentation that contributed to finalist selection