**TO:** [INSERT NAME OF HIRING MANAGER AND/OR HIRING AUTHORITY]

**FROM:** [INSERT POSITION NAME] Search Committee

[INSERT CHAIRPERSON’S NAME], Search Committee Chairperson

Committee Members: [INSERT NAME OF COMMITTEE MEMBERS]

**C:** Jesenia Minier-Delgado, Chief Diversity Officer

 Peggy Boyle, Assistant Director for Human Resources - Recruitment

**DATE:** [INSERT DATE]

**SUBJECT:** Finalist Recommendation(s) for [INSERT POSITION NAME]

The Search Committee for the position of [INSERT POSITION NAME], under Search #: [INSERT SEARCH NUMBER] has completed its work and recommends the following candidates for final interview (resumes are attached to this memorandum). The Search Committee is in agreement that each of the recommended finalist(s) are qualified for the named position, and that differences in their individual experience, skills, and overall qualifications will afford you the opportunity make an informed choice. The candidates are:

* [INSERT NAME OF FINALIST]
* [INSERT NAME OF FINALIST]
* [INSERT NAME OF FINALIST]
* [INSERT NAME OF FINALIST]
* [INSERT NAME OF FINALIST]

EXPLANATION: The below section is where the search committee illustrates the overall applicant deliberation and provides summaries of each finalist’s strengths and weaknesses, based on the search committee’s review of resumes and structured interviews.

The search committee has received a total of \_[INSERT TOTAL # OF APPLICATIONS]\_ applications. \_[INSERT TOTAL # OF APPLICATIONS REJECTED]\_ applications were eliminated as the identified applicant(s) did not meet the minimum requirements for the position. \_[INSERT TOTAL # OF INTERVIEWEES]\_ applicants were invited for the *initial interview* with the search committee by:

**[ ]** In-Person Meeting **[ ]** Telephone Interview

**[ ]** Video Conference **[ ]** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the applicant screening grid and scheduled initial interviews on \_\_[INSERT INTERVIEW DATE(S)]\_\_,the recommended finalist and summaries are as follows:

[INSERT NAME OF FINALIST]

[PLEASE SPECIFICALLY DESCRIBE THE SEARCH COMMITTEE’S RESUME REVIEW, INTERVIEW DATE (AND SUMMARIZE THE INITIAL INTERVIEW/NOTES), IDENTIFY THE FINALIST STRENGTHS AND WEAKNESSES, AND THE SEARCH COMMITTEE’S OVERALL CONSENSUS AS TO WHY THE FINALIST CAN BEST SERVE IN THE DESCRIBED POSITION BASED ON THE JOB CRITERIA PRESENTED].

[INSERT NAME OF FINALIST]

[PLEASE SPECIFICALLY DESCRIBE THE RESUME REVIEW, INTERVIEW DATE (AND A COMMITTEE SUMMARY OF INTERVIEW NOTES), IDENTIFY THE FINALIST STRENGTHS AND WEAKNESSES, AND THE SEARCH COMMITTEE’S CONSENSUS AS TO WHY THE FINALIST CAN BEST SERVE IN THE DESCRIBED POSITION BASED ON THE JOB CRITERIA PRESENTED.

[INSERT NAME OF FINALIST]

[PLEASE SPECIFICALLY DESCRIBE THE SEARCH COMMITTEE’S RESUME REVIEW, INTERVIEW DATE (AND SUMMARIZE THE INITIAL INTERVIEW/NOTES), IDENTIFY THE FINALIST STRENGTHS AND WEAKNESSES, AND THE SEARCH COMMITTEE’S OVERALL CONSENSUS AS TO WHY THE FINALIST CAN BEST SERVE IN THE DESCRIBED POSITION BASED ON THE JOB CRITERIA PRESENTED].

[INSERT NAME OF FINALIST]

[PLEASE SPECIFICALLY DESCRIBE THE SEARCH COMMITTEE’S RESUME REVIEW, INTERVIEW DATE (AND SUMMARIZE THE INITIAL INTERVIEW/NOTES), IDENTIFY THE FINALIST STRENGTHS AND WEAKNESSES, AND THE SEARCH COMMITTEE’S OVERALL CONSENSUS AS TO WHY THE FINALIST CAN BEST SERVE IN THE DESCRIBED POSITION BASED ON THE JOB CRITERIA PRESENTED].

[INSERT NAME OF FINALIST]

[PLEASE SPECIFICALLY DESCRIBE THE SEARCH COMMITTEE’S RESUME REVIEW, INTERVIEW DATE (AND SUMMARIZE THE INITIAL INTERVIEW/NOTES), IDENTIFY THE FINALIST STRENGTHS AND WEAKNESSES, AND THE SEARCH COMMITTEE’S OVERALL CONSENSUS AS TO WHY THE FINALIST CAN BEST SERVE IN THE DESCRIBED POSITION BASED ON THE JOB CRITERIA PRESENTED].

In summary, while each finalist(s) presented various experience levels in training, skills, and orientation, the search committee is confident that each finalist listed is highly qualified for the position of [INSERT POSITION NAME].

If you should you have any questions, or require any additional information, please do not hesitate to contact me, [INSERT CHAIRPERSON’S NAME], Chairperson for the [INSERT POSITION NAME] Search Committee at [INSERT CONTACT INFORMATION].