

HSC El Paso- Attachment B, Faculty Search Summary Form

Requisition Number	
School	
Hiring Department	
Position Vacancy/Title	
Position E Number	
Job Open Date	
Expected to be filled by (MM/YYYY)	

Search Committee Details

Search Committee Chair	
Search Coordinator	
Hiring Official	
Search Committee Members (Name, Title, and Department)	

Search Firm

Was a search firm engaged on this search?	☐ Yes ☐ No
If yes, please type in the name of the search firm retained for this search	

Candidate Pool Evaluation

Number of Applications Received	
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Required Attachments:

Please attach a copy of each job advertisement under the Attachments tab on the requisition.

Advertisement / Candidate Sourcing Activity #1

Advertisement Category	
Specific Advertisement Source	
Date published	
Scope of Advertisement (duration, reach, length, etc.)	

Advertisement / Candidate Sourcing Activity #2

Advertisement Category	
Specific Ad Source	
Publication Date	
Scope of Advertisement (duration, reach, length, etc.)	

Advertisement / Candidate Sourcing Activity #3

Advertisement Category	
Specific Ad Source	
Publication Date	
Scope of Advertisement (duration, reach, length, etc.)	

Advertisement / Candidate Sourcing Activity #4

Advertisement Category	
Specific Ad Source	
Publication Date	
Scope of Advertisement (duration, reach, length, etc.)	

Advertisement / Candidate Sourcing Activity #5

Advertisement Category	
Specific Ad Source	
Publication Date	
Scope of Advertisement (duration, reach, length, etc.)	

Additional Recruitment / Candidate Sourcing Information

Institutions or professional groups contacted directly (List by group or type, if applicable rather than individually)	
Have you attached a copy of each published advertisement or sourcing outreach initiative to the requisition?	☐ Yes ☐ NO
Have you attached a copy of the applicant review matrix (matrices)?	☐ Yes ☐ NO
Additional Information/Special Circumstances	

Submit this completed document and applicant review matrices prior to an offer.

Form Attestation: I attest this form accurately and fully reflects the search committee's activities for this search. I confirm that this search was conducted in compliance with HSCEP OP 60.09, Faculty Recruitment

Search Committee Chair or Hiring Official Attestation Signature	
Search Committee Chair or Hiring Official Attestation Signature Date	