

SAMPLE #1B: List of candidates for On-Campus Interview

MEMO

From: Dr. Chair, Chair, Search and Screen Committee, Division of Social Work
To: Mary Maguire, Dean, College of Health and Human Services
Subject: List of tenure-track position candidates (#101238) for on campus interviews.
Date: XXXXX

Overview

The Search and Screen committee of the Division of Social Work met and reviewed 22 candidates for the tenure-track position on Thursday, January 8, 2022. The committee selected six candidates for the reference checks and preliminary zoom interviews.

Following approval by the Dean, the committee contacted each candidate and discussed the following:

- Introduced ourselves
- Asked if they were still interested in the CSUS faculty position
- Asked if we could call references
- Scheduled a preliminary zoom interview
- Called references

The Search and Screen committee of the Division of Social Work met on the following dates to conduct preliminary zoom interviews:

Date: Candidate

Date: Candidate

Date: Candidate

Date: Candidate

Date: Candidate

Date: Candidate

Here is a summary of the results:

The committee ranked the following three candidates highest based on the pre-established preliminary zoom screening questions and reference checks.

John Doe

Jane Doe

John Doe

The committee ranked the following three candidates lowest on the pre-established preliminary zoom screening questions and reference checks.

John Doe
Jane Doe
John Doe

Thus, the committee would like to invite the three highest ranked candidates to campus for an on-campus interview.

John Doe
Jane Doe
John Doe

Upon approval by the Dean, the committee will contact each candidate and discuss the following:

- Ask if they are still interested in the Sac State faculty position
- Schedule an on-campus interview

If you have any questions regarding the selection process and the three candidates for on campus interview, please do not hesitate to contact me at.

End of memo.