To: Dr. Jesus Roberto Rodriguez

From:

Committee: *Insert Names of Committee Members*

Date:

Subject: Position name- Position Number 2017\_\_\_TSC

The Interview Committee for the \_\_Position Name\_\_\_\_ position has screened and interviewed the listed unranked applicants:

The committee is recommending \_\_Candidate Name\_\_\_ for this position.

Enclosed you will find the following:

* Memo to the President
* Matrix
* Applicant List Report
* Screening/Interview Committee Member Confidentiality Agreement
* Job Description (Job Posting)
* Interview Files – each interview file contains
	+ Application for Employment
	+ Interview Checklist and Civil Rights Form
	+ Interview Questions
	+ Reference Rating Sheets – 3 (if on paper/otherwise in PeopleAdmin)
	+ FTE/SOQ (if applicable)