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)