



To: Dr. Jesus Roberto Rodriguez

From:

Committee: *Insert Names of Committee Members*

Date:

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

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The Interview Committee for the Position Name position has screened and interviewed the listed unranked applicants:

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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)