

The Chair of the Search Committee should complete this form once the Committee has selected the candidates for interview. The form should be approved by the Equity Representative and forwarded to the HR Office. HR will send regrets letters to all candidates who were not selected for interview or as alternates.

## Selection of Candidates for Interview

Date:

Position to be Filled: \_\_\_\_\_

Position No. \_\_\_\_\_

To: Bob Woodbery, Staffing Manager

From Search Committee Chair:

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The search committee has selected the following candidates to be interviewed. The candidates are listed in alphabetical order.

The search committee has selected the following candidates as alternates.

Please send regrets letters to all other candidates.

Approval of Equity Representative:

\_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Signature