



Compliance Document 2

Office of Diversity and Compliance

INTERVIEW / FINAL CANDIDATE LOG

Job Opening ID: _____

Position Title: _____

Federal and CUNY regulations require documentation of recruitment efforts. The Office of Diversity and Compliance (ODC) will verify a diverse applicant pool via the CUNYfirst Final Recruiting Analysis. Once all interviews are complete and your search committee is prepared to offer the final list of candidates to the hiring official, the search chairperson must complete the following sections and return this form to the ODC:

Please list all candidates who were interviewed both by phone and/or in person.

Table with 6 columns: Interviewee, Interviewer(s) (Search Committee or Hiring Official's Name), Interview Date, Interview Time, Phone/Skype/In-person, Location of Interview

Please list all names of final candidates who will be referred to the Hiring Official.

Proposed Selectees:

Five horizontal lines for listing names of final candidates.

Search Committee Chairperson's Signature

Date

cc: HR/Designated Recruiter



