



Compliance Document 2

Office of Diversity and Compliance

INTERVIEW / FINAL CANDIDATE LOG

Job Opening ID: _____

Position Title: _____

PART A:

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 Search Committee 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 two sections and return this form to the ODC:

(1) Please list all candidates who were interviewed by the Search Committee. Be sure to include all initial and call back interviews here:

Interviewee	Interviewer(s) (Search Committee or Hiring Official's Name)	Interview Date	Interview Time	Phone/Skype/ In-person	Location of Interview

(2) Please list all names of the final candidates who will be referred to the Hiring Official:

Proposed Selectees:

Search Committee Chairperson's Signature

Date

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Position Title: _____

PART B:

Once the Hiring Official has met with the Proposed Selectees referred by the Search Committee, the Search Chairperson must complete the following section and return this form to the ODC:

(3) Please list all interviews of the final candidates conducted by the Hiring Official:

Interviewee	Interviewer(s) (Search Committee or Hiring Official's Name)	Interview Date	Interview Time	Phone/Skype/In-person	Location of Interview

Search Committee Chairperson's Signature **Date**

cc: HR/Designated Recruiter

