

Support Staff Recruitment - Final Report

Position Title: _____ Department: _____ Posting #: _____

Candidate's Name	Interviewed? (yes or no)	Outcome* (Comments Required)	Applicant Notified Position Filled (yes/no)

*In this space, please provide specific information such as: (1) declined interview--too far to drive, (2) declined interview--accepted another position, (3) interviewed, but withdrew--too far to drive, (4) interviewed, but withdrew--not interested in this position, (5) no response to attempts to set up interview, etc.

Prior to making an offer, call Gary Evans, or Debbie Bleck x2302.

After offer is made, complete this form and return it to Human Resources so that an official offer letter can be issued. If the candidate has not already done so, they must log into the on-line application system at jobs.cortland.edu and complete the appropriate application as follows: Go to jobs.cortland.edu and select "Create Application" from the left side menu. Then select the appropriate application: Entry level: Classified Staff Application, Internal Classified Promotional Application (non-tested positions) or Internal Only – Competitive Classified Application (tested positions). Once completed, just "save" and "confirm" the application. If you are unsure which application they need to complete, please review your requisition for "Application Type".

Candidate Selected:	_____
Social Security #:	_____
Date of Birth:	_____
Start Date:	_____

Signature (Hiring Manager)

(Date)