

**Exempt Staff Search Summary Report  
The University of Tennessee, Knoxville**

**Return to: Nicole Cangey, Assistant Director,  
EEO/AA Compliance** [ncangey@utk.edu](mailto:ncangey@utk.edu)

**INSTRUCTIONS:** Please complete sections 1 and 2 as soon as possible and return form to the Office of Equity & Diversity (OED) before starting the search. Then, the remainder of the report must be completed and approved before candidates may be invited for on-campus interviews.

The Exempt Staff Search Summary Report documents the methods and actions taken to advertise the position, recruit applicants, and select the Primary and Secondary candidate pools. Any questions regarding the report should be directed to OED.

OED will notify the search chair of the approval of the Exempt Staff Search Summary Report and step-status changes in Taleo.

Date:

Search Chair Email:

**1. Search Information**

Department/Unit:

Position:

Taleo Position #:

Is this a Director or above Search? Yes

No

Date of Search Committee

Chair Meeting with OED:

Hiring Decision Maker:

Search Committee Chairperson:

**STRIDE for Staff  
which is  
recommended (Date)**

**2. Search Committee Composition**

Search Committee Members:

**3. Initial Screening**

Interview Dates

Names of  
Applicants:

**4. Additional Recruiting/Advertising Efforts:** (Outside of the following sites: Indeed, LinkedIn, Diversity Jobs, Higher Ed Jobs, and Inside Higher Ed as these are automatically listed for each search.) Please provide examples of publications, professional organizations, committees, websites, e-mail listservs, mass-mailings, and referral sources with which vacancy was listed and dates of listings.

**5. Please list Primary and Secondary candidates in the following order: Last name, first name, middle initial.**

**Primary Candidates**

**Secondary Candidates**

**Please provide strengths and weaknesses for each primary and secondary candidate which address minimum and preferred qualifications.**

**6. Required Signatures**

Search Chairperson

OED

Search Chairperson Name (print or type)

OED Name (print or type)

***Office Use Only:***

Total Number of Applicants:

Gender:

Race:

Ethnicity:

Veterans Status: