



## Close Out Search Form

Requisition number: \_\_\_\_\_

Recruiting Department: \_\_\_\_\_

Title of Position being filled: \_\_\_\_\_

Position Classification:                      Faculty                      Professional                      Classified

Recruitment Coordinator: \_\_\_\_\_ Extension: \_\_\_\_\_

Number of Applicants: \_\_\_\_\_ Number of Internal Applicants: \_\_\_\_\_

**Complete this Section if applicable:**

Number of Interviewed Candidates: \_\_\_\_\_ Number of Interviewed Finalists: \_\_\_\_\_

Please provide an overview of the reason for failing the Search. Attach additional Sheets as needed. If reposting the position, please outline updated recruitment strategy (i.e Additional recruitment, extension of posting deadline, amending job description):

**A. Approvals**

1. Hiring Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

2. Dean (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

3. a. Vice Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_

    b. Provost: \_\_\_\_\_ Date: \_\_\_\_\_

4. Chancellor ( if applicable): \_\_\_\_\_ Date: \_\_\_\_\_