With the recent changes in the <u>Conclusion</u> section (formerly "Search Outcome"),

departments preparing a Search Report for approval to proceed with an appointment case should:

- Ensure that applicant statuses are assigned as appropriate, e.g. *Proposed Candidate* status for the finalist(s) – found in the <u>Applicants tab</u>
- Enter *Actual Search & Recruitment Efforts* – found in the <u>Advertisements section</u>
- Upload *Evidences of Advertisement* – found in the <u>Advertisements section</u>
- Upload *Letters and Memos* and *Interview Materials* as appropriate – found in the <u>Documentation section</u>
- Assign missing disposition reasons to any Completed applicants who fall within the review window(s) – found in the <u>Disposition section</u>

A Search Report is ready for submission once an applicant or applicants are marked as Proposed Candidate and the above steps are completed. A Search Report is not submitted if no candidates are Proposed for hire.

Conclusion and *Search Outcome* <u>are not filled out</u> until after the search is completed and candidates are hired and working on campus.