With the recent changes in the **Conclusion 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 Applicants tab
- Enter **Actual Search & Recruitment Efforts** – found in the Advertisements section
- Upload **Evidences of Advertisement** – found in the Advertisements section
- Upload **Letters and Memos and Interview Materials as appropriate** – found in the Documentation section
- Assign missing disposition reasons to any Completed applicants who fall within the review window(s) – found in the Disposition section

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 are not filled out until after the search is completed and candidates are hired and working on campus.*