

RECRUITMENT RECORD CERTIFICATION
for Tenured/Tenure-Track Faculty
and for Academic Administrators (formerly AA-4)

DEPARTMENT INFORMATION

Department:	Faculty Hire Number:
Department Contact:	Contact Phone Number:
Recommended Applicant (Name):	Position Rank/Step/Title:
Anticipated Start Date:	Date Recruitment Began:

COMPOSITION OF SEARCH AND SCREEN COMMITTEE ("SSC")

Name	Name
(SSC Chair)	
(SSC Equity & Diversity Rep)	
<input checked="" type="checkbox"/> ATTACH a copy of the certificate of completion for "Searches and Recruitment in the CSU" – Modules 1 and 2 – for each member of the SSC. Begin by logging in to the CSUN Portal. From there, the path is: "Training / Professional Dev" > "CSU Learn" > search for "Searches and Recruitment in the CSU: Module 1" and then "Searches and Recruitment in the CSU: Module 2." Once both modules have been completed, your certificate of completion will appear in your training transcript located on the CSU Learn home page.	

POSITION ANNOUNCEMENT

<input checked="" type="checkbox"/> ATTACH a copy of the approved position announcement (as approved by CDO and College Dean)
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(UPDATED) RECRUITMENT PLAN

<input checked="" type="checkbox"/> ATTACH a copy of the SSC's updated recruitment plan demonstrating efforts to reach a broad pool of applicants, including outreach beyond traditional advertisements.
<input checked="" type="checkbox"/> ATTACH a copy of the advertisements in publications and copies of any cover letters used in the mailings and outreach.

EVALUATION INSTRUMENT, INTERVIEW QUESTIONS, AND CAMPUS ITINERARY

<input checked="" type="checkbox"/> ATTACH a copy of the evaluation instruments (i.e., rating form that includes criteria derived from position announcement and job description) used by the SSC to determine which applicants met minimum qualifications and advanced in subsequent rounds of the selection process, including telephone, skype, zoom and campus interviews.
<input checked="" type="checkbox"/> ATTACH the SSC's interview questions asked of all applicants who interviewed (including by telephone, skype, zoom, and on campus).
<input checked="" type="checkbox"/> ATTACH the itinerary/schedule for each candidate interviewed on campus.

SSC'S PROCESS REPORT

<input checked="" type="checkbox"/> ATTACH a copy of the SSC's search report detailing the search and screen process , including recruitment efforts, the equitable consideration of all candidates, justification for the selection of the recommended candidate (and documenting the disposition of those candidates who did not advance in the search).
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Required Approvals	Signature	Date
SSC Equity & Diversity Rep		
Department Chair or Director		
College Dean/Vice President		
Chief Diversity Officer		