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| **JOB ID #** |  | **Contract Title:** |  |

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| **Search Committee Chair (Print Name):** |  |

**Search Committee Composition (Print Participant Names):**

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Search Committee Chair/Chairperson, certify that the following listed names are the selected candidates for the first structured interview phase:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LAST/FIRST NAME** | **APPLICANT ID #** | **INTERVIEW DATE/TIME** | **IN-PERSON INTERVIEW**  **(YES/NO)** | **VIDEO CONFERENCING**  **OPTION**  **(YES/NO)** |
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This list must be submitted and approved by the Office of Affirmative Action, Compliance & Diversity **before** the proposed candidate(s) is/are recommended for the first structured interview phase. Upon approval, the search committee can initiate contact with interviewees and begin the structured interview phase.

**CDO Signature/Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**