***NOTE: Please write on campus letterhead***

**TO:** INSERT NAME OF HIRING MANAGER AND/OR PRESIDENT

**FROM:** (INSERT POSITION NAME) Search Committee

(INSERT NAME OF CHAIR), Chairperson

Committee Members: (INSERT NAME OF COMMITTEE MEMBERS)

**CC:** JESSENIA PAOLI, CHIEF DIVERSITY OFFICER

**DATE:** (INSERT DATE)

**SUBJECT:** Finalist Recommendations for (INSERT POSITION NAME)

The Search Committee for the position of (INSERT POSITION NAME) has completed its work and recommends the following candidates for final interview (resumes are attached to this memorandum). The committee is in agreement that each of the recommended candidates is qualified for the position, and that differences in their individual experience, skills, and overall qualifications will afford you the opportunity make an informed choice of finalist. The candidates are:

1. (INSERT CANDIDATE’S NAME)
2. (INSERT CANDIDATE’S NAME)
3. (INSERT CANDIDATE’S NAME)
4. (INSERT CANDIDATE’S NAME)
5. (INSERT CANDIDATE’S NAME)

The following provides a brief summary of each candidate’s strengths and weaknesses, based on the committee’s review of resumes and subsequent candidate interviews.

(INSERT EACH CANDIDATE’S NAME)

PLEASE DESCRIBE THE RESUME REVIEW, INTERVIEW DATE (AND A COMMITTEE SUMMARY OF INTERVIEW NOTES), IDENTIFY STRENGTHS AND WEAKNESSES, AND HOW THE CANDIDATE CAN BEST SERVE IN THE DESCRIBED POSITION BASED ON THE JOB CRITERIA PRESENTED.

In summary, while each candidate presents a somewhat different mixture of experience, training, skills, and orientation, the search committee is confident that each candidate is highly qualified for the position of (INSERT POSITION NAME).

Should you have any questions, or require any additional information, please do not hesitate to contact me at (INSERT CONTACT INFORMATION).