TO: Dr. Augusta Julian, President/CEO  
FROM: __________________________, Search Committee Chair or Supervisor  
SUBJECT: Recommendation of Acceptable Candidates  
DATE: __________________________

The search committee for the position of __________________________  
Recommends the following candidates as acceptable for the above position (in priority order.) Each of these candidates meets or exceeds the minimum qualifications for the position.

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________

OR

The search committee for the position of __________________________  
Recommends none of the finalists and recommends that the search be reopened.

_____ Approved  
_____ Rejected

________________________________  __________________________  
President/CEO’s Signature  Date

Return recommendation form to HR for processing.