COLUMBIA UNIVERSITY

Applicant Pool Report

Preparer's Information

Name of Individual Preparing Report: _____ Phone: _____ E-Mail: _____ Fax Number: _____

I, (Sign) _____, attest that the finalist meets the minimum requirements for the position posted in the Columbia University Job Opportunities Listing and that the position has been posted for the minimum time required. Date *(mm/dd/yyyy):* __/__/____

General Recruitment Data

Division: _____ Job Requisition Number: _____ Date posted on Columbia Website *(mm/dd/yyyy):* __/__/____

Job Title: _____ Grade Level: _____ No. of Applicants Interviewed:_____

Is this Position: ☐ New ☐ Addition to Complement ☐ Replacement for: _____ Termination Date: __/__/____

Advertising: _____ Dates *(mm/dd/yyyy):* __/__/____ **to** __/__/____ Agency: _____

Advertising: _____ Dates *(mm/dd/yyyy):* __/__/____ **to** __/__/____ Search Firm: _____

Finalist Information

Last Name	First Name	Internal (Y/N)	Lay-off (Y/N)	Interviewed By	Interview Date	Reason for Selection
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Proposed Hire Date: __/__/____ Status: ☐ FT ☐ PT – hrs/wk Proposed Salary: $_____

Work Location: _____ Phone: _____ Fax: _____

Supervisor Name: _____ Title: _____

Supervisor Phone: _____ Supervisor Email: _____

Applicant Pool Information: List in alphabetical order (by last name) all other applicants considered and/or interviewed for the position and reason for non-selection.

Last Name	First Name	Internal (Y/N)	Lay-off (Y/N)	Interviewed By	Interview Date	Reason for Non-Selection
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