**AAP Form 4**

|  |  |
| --- | --- |
| Position Control # |  |
| Search # |  |

# Recommended Candidates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department |  |  | Position Title/Rank |  |

**Instructions:** See pages 27-29 of the **Hiring and Search Manual**.

A **memorandum** summarizing the search committee’s assessment of **all** candidates listed as finalists on the AAP 3 or candidates interviewed must be attached. List the committee’s recommended (unranked) candidates below. Please ensure the recommended salary and start date are included. Also, check the box below if reference checks have been completed. Submit AAP 4 and all supporting documents via Adobe Sign.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Recommended Candidate** (For search committee use) |  | **Gender/**  **Race/Ethnicity (**For office use only.**)** |  | **Recommended**  **Salary** (To be completed by the hiring manager) |  | **Recommended**  **Start Date** |  | **Special Terms/Conditions**  ***(if applicable)*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**RACE/ETHNICITY: W** = White **B** = Black **H** = Hispanic **TW =** Two or More **O** ­­= Other **U** = Unknown

* **Reference checks have been completed for all recommended candidates.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Search Chair | Date |

***Approvals:***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Hiring Manager (Director/Dean) | Date |
|  |  |
| Executive Officer (Chief Officer, Vice President, President) | Date |
|  |  |
| Regulatory Affairs | Date |
|  |  |  |
| Human Resources | Date |