**AAP Form 4**

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

# Recommended Candidates

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

**Instructions:** See pages 31-32 of the **Hiring and Search Manual**.

A **memorandum** summarizing the search committee’s assessment of **all** candidates listed as finalists in the AAP 3 or candidates interviewed must be attached. List the committee’s recommended (unranked) candidates below.

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

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

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

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

***Approvals:***

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