

HSC Faculty Addendum

Requisition Number	
Campus/Unit	
Department	
Position Vacancy/Title	
Position Number	
Job Open Date	
Expected to be filled by (MM/YYYY)	

Search Committee Details

Search Committee Chairperson	
Search Coordinator	
Search Committee (Name, Title, and Department)	

Third Party

Was a third party firm engaged on this search?	☐ Yes ☐ No
If yes, please type in the name of the Third Party.	

Candidate Pool Evaluation

Number of Applications Received	
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Required Attachments:

Please attach a copy of each job advertisement under the Attachments tab on the requisition.

In the below area, please select the appropriate advertising category. Please list each individual ad separately.

Advertisement #1

Advertisement Category	
Specific Advertisement Source	
Date published	
Length of Ad	

Advertisement #2

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Advertisement #3

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Advertisement #4

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Advertisement #5

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Additional Recruitment / Advertising Information

Institutions or professional groups contacted by letter
(List by group or type, if applicable, rather than individually)

Have you attached a copy of each published
advertisement to the requisition?

☐ Yes ☐ No

Additional Information/Special Circumstances

Submit to Human Resources the completed document and scoring matrix no earlier than 10 days after posting. Interviews may be scheduled after Human Resources has approved the packet.

Form Approval

HR Approval/Employment Office	
Additional Approval	Bypass
EEO Office	Bypass