

Date: *[Insert date]*

Search Committee Chair: *[Insert search committee chair name]*

Position Title: *[Insert position title]*

HireTouch Job ID: *[Insert HireTouch job ID]*

Minimum Requirements: *[Insert minimum requirements in place of sample wording]*

- Bachelor's Degree in College Student Personnel, Higher Education, Business, or related field.
- 3+ years of supervisory experience

Preferred Qualifications: *[Insert preferred qualifications in place of sample wording]*

- 2+ years of event planning
- Master's Degree in Business

Below is a listing of the *[Insert number of candidates]* candidates that were interviewed on campus for this position, along with their strengths and weaknesses. At this time, we would like to offer the position to *[Insert Candidate Name]*. If *[Insert Candidate Name]* declines the offer for any reason, we would like to them offer the position to *[Insert Candidate Name]*.

[Insert candidate name]

Strengths:

- Bachelor's Degree in Higher Education from BGSU
- 5 years of supervisory experience at Miami University
- 3 years of event planning experience (preferred) at Miami University
- Master's Degree (preferred) from Miami University
- Gave thorough answers to all questions asked with examples

Weaknesses:

- None noted

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[Insert candidate name]

Strengths:

- Bachelor's Degree in College Student Personnel from University of Tampa
- 3 years of supervisory experience at Ohio University
- Gave thorough answers to all questions asked with examples

Weaknesses:

- None noted

[Insert candidate name]

Strengths:

- Bachelor's Degree in Business
- MBA (preferred)
- 3 years of supervisory experience at Company AAAA

Weaknesses:

- When asked how they handled a difficult situation with an employee in the past, he could not answer the question.

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