

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:

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

Preferred Qualifications:

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

Below is a listing of the *[Insert number]* candidates that were phone interviewed for this position, along with their strengths and weaknesses. At this time, we request to bring *[Insert number]* candidates to campus for in-person interviews and they are *[Insert Candidate Name]*, *[Insert Candidate Name]*, and *[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 at Miami University (preferred)
- Master's Degree from Miami University (preferred)

Weaknesses:

- None noted

**Mail** 1851 N Research Dr  
Bowling Green, OH 43403

**Phone** 419.372.8421

**Email** ohr@bgsu.edu  
**Fax** 419.372.2920

*[Insert Candidate Name]*

Strengths:

- Bachelor's Degree in College Student Personnel from University of Tampa
- 3 years of supervisory experience at Ohio University

Weaknesses:

- None noted

*[Insert Candidate Name]*

Strengths:

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

Weaknesses:

- None noted

*[Insert Candidate Name]*

Strengths:

- Bachelor's Degree in Business from The Ohio State University
- 4 years of supervisory experience at Company YYYY
- 2 years of event planning at Company ZZZZ

Weaknesses:

- Could not give an example of an event they planned.
- During the phone interview stated they do not like working with people

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