



COMMUNITY COLLEGE
OF RHODE ISLAND

Department of Institutional Equity and Human Resources

Full-Time Internal Candidate Notification Checklist

It is the policy of the Community College to request the chairperson of a search committee to inform all full-time internal candidates(s) personally when the latter is not minimally qualified for the position or has not been selected as a finalist. The chairperson is urged to discuss the applicant’s candidacy sensitively and constructively.

This form is to be completed after interviews have been conducted and the unsuccessful full-time internal candidate(s) have been spoken with. Once completed, this form must be uploaded as a posting document within the applicant tracking system, PeopleAdmin.

There were no full-time internal applicants for this position.

I have personally spoken to the full-time internal applicant(s) listed below regarding his/her unsuccessful candidacy for the position of _____

	Not Minimally Qualified	Interviewed Not Finalist
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson/Interviewer Signature

Date

3/10/2021

Knight Campus