



University	Faculty	Department
Specialization	Rank	Annual Salary

Job Description Attached
 Job Requirements Attached
 Copies of all advertisements

CANADIAN RECRUITMENT SUMMARY		FOREIGN RECRUITMENT SUMMARY	
No. of Applicants		No. of Applicants	
No. of Applicants Interviewed		No. of Applicants Interviewed	
No. of Applicants Offered a Position		No. of Applicants Offered a Position	
No. of Applicants Declined a Position		No. of Applicants Declined a Position	

FOREIGN WORKER (SUCCESSFUL CANDIDATE)

Last Name	First Name	Citizenship
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TOP THREE CANADIAN / PERMANENT RESIDENT APPLICANTS

Applicant # 1 Reason: _____

Applicant did not meet advertised job requirements † _____

OR

Applicant met advertised job requirements
 was interviewed †
 did not meet selection standard †
 offered the position and declined Reason: _____

was not interviewed _____

Applicant # 2 Reason: _____

Applicant did not meet advertised job requirements † _____

OR

Applicant met advertised job requirements
 was interviewed †
 did not meet selection standard †
 offered the position and declined Reason: _____

was not interviewed _____

Applicant # 3 Reason: _____

Applicant did not meet advertised job requirements † _____

OR

Applicant met advertised job requirements
 was interviewed †
 did not meet selection standard †
 offered the position and declined Reason: _____

was not interviewed _____

RECRUITMENT APPROVAL

Recommended By: _____ Date _____
Name/Title

Approved By: _____ Date _____
Vice-Provost / Provost/Principal

Approved By: _____ Date _____
HRSDC

DOCUMENTATION : Please attach a written request from a senior official at the institution stating the conditions that led to the vacancy.