



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

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**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

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**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.