**Sample e-mail**

**Search Committee’s Recommendations to the Hiring Manager**

**Subject:** ANR Budget Director Search Committee Recommendations

NAME:

The search committee for the ANR Budget Director position has completed its assigned activities:

1)  Screening of the 12 applications received by the closing date of November 11

2)  Selection of 4 candidates to be interviewed (committee met on November 15)

3)  Development of interview questions (Word document attached)

4)  Interviews of the 4 selected candidates (conducted November 21)

5)  Interview evaluation rankings & comments (attached Excel document)

In response to your direction in the committee appointment letter to identify individuals whose strengths most closely match the Budget Director position’s requirements and unit needs (including UC budget management experience), the committee determined that only one candidate meets these requirements:  Ms. Xxxxxxxx Xxxxx.

The second strongest candidate is Ms. Xxxxx Xxxxx.  She does not have UC budget management experience, however, she has extensive UC capital projects management and debt financing experience.  She would be the only other candidate that we would recommend for a second interview.  (We all agreed that she could be a great asset to the Budget Unit team in another capacity.)

If you would like additional information, please let me know.

Submitted on behalf of the ANR Budget Director Search Committee Members:  List committee members names

Regards,