

**Recruitment and Hiring Documents  
Cover Page**

| Recruitment Document Type  | Yes | No | N/A |
|--|-----|----|-----|
| <b>EEO Summary/Report</b>  |     |    |     |
| <b>Employment References</b>   |     |    |     |
| <b>Employment Verification(s)</b>  |     |    |     |
| <b>Written communications with any search firm</b>                                 |     |    |     |
| <b>Written communications with applicants during the course of the recruitment</b> |     |    |     |
| <b>Other documents related to this recruitment:</b>                                |     |    |     |

| <b>Recruitment Certification</b>   |                                   |
|--|-----------------------------------|
| <b>Hiring Department Representative:</b> I certify, to the best of my knowledge, that the information provided and the documents attached to this cover page are accurate, complete, and comply with all University policies and procedures. |                                   |
| <b>Recruitment Completion Date:</b>  | <b>Electronic Signature/Date:</b> |
| <b>Hiring Department Representative Name:</b>  |                                   |
| <b>Hiring Department Representative Title:</b>   |                                   |