**Department of Medicine**

**Candidate Summary Form**

**Please complete this form electronically.**

**Your recruitment candidate selection will be viewed by the Department of Medicine’s Recruitment and Resources Committee once this form has been completed and returned. The Committee will view a draft of the offer letter at the same time.**

**Please email this completed form to** [jane.zhang@ubc.ca](mailto:jane.zhang@ubc.ca)

Date:       Division: Division Head Name:

**Preferred Candidate Information:**

Name:

Gender: Male

Female

Citizenship:

Date(s) Interviewed:

Who Interviewed the Candidate?

Recommended Rank:

**If this candidate is a Canadian or Permanent Resident:** Please provide a paragraph explaining why this candidate is the best candidate for the position.

**If this candidate is a foreign academic**: Please provide the process in some detail that was used to identify qualified Canadians for the position. Please also provide a paragraph about why this foreign academic is the best candidate for the position. Include details on the specific benefits resulting from the hire of this individual. We will be using your information in a letter to Service Canada.

**Other Candidate Information:**

Details of all candidates who applied must be supplied:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Gender** | **Citizenship** | **Reason Not Selected** | **Where they Interviewed?** |
|  | Male  Female |  |  | No  Yes  If Yes, Date |
|  | Male  Female |  |  | No  Yes  If Yes, Date |
|  | Male  Female |  |  | No  Yes  If Yes, Date |
|  | Male  Female |  |  | No  Yes  If Yes, Date |

|  |
| --- |
| **Number of women, Aboriginal people, people of visible minorities, people with disabilities who applied?** |
|  |

**Where and When the Position was Advertised**

***(please contact*** [jane.zhang@ubc.ca](mailto:jeannie.brown@vch.ca) ***if you require details for this portion of the form)***

|  |  |
| --- | --- |
| **Publication Name or Ad Posting Location** | **Dates Posted** |
| UBC Careers Website | - |
| UBC Department of Medicine Website | - |
| University Affairs | - |
| CMAJ | - |
|  | - |

Please list names, ranks, affiliations and specified roles of all members of the Selection Committee.

Was the committee oriented on equity and diversity prior to shortlisting applicants? YES NO