



## HOW TO DECLARE A FAILED SEARCH

In the event the search does not produce a viable candidate (and the option to extend the search to collect additional applicants is not desirable), the following needs to take place:

1. Supervisor/Hiring Manager assigned to the posting recommends a failed search to the Dean and/or Cabinet/Provost, stating reasons.
2. After consultation with Dean and/or Cabinet/Provost, the search committee chair sends an email to HR@fairmontstate.edu. Please include the requisition number:

Sample email:

*Please cancel requisition # \_\_\_\_\_ due to a failed search.*

3. HR will cancel the requisition and an automated email will be sent to the applicants.
4. If desired, the Supervisor/Hiring Manager may initiate, as applicable, a NEW or MODIFY/RECLASSIFY FACULTY/FEAP/NC position description (PD) request in PeopleAdmin. The approved PD can culminate in a new requisition and search.