

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Interoffice Communication

Sample Memo

Inform Unit/Department/College

DATE:

TO:

FROM: Chair, Search Committee

RE: Search Process for

The search committee forhas been constituted.
Members of the committee are:

The search committee met on and approved the
position description. A copy of the position announcement
is enclosed and can also be found on the world wide web at
.....

The committee seeks nominations and applications for the
position. Although they will be accepted until the position
is filled, we plan to begin our review of applications on
....., so it would be helpful to have as many
applications as possible submitted by that date. I
encourage you to suggest names of candidates to the
committee. As indicated on the position announcement,
applicants should submit a cover letter, a curriculum vitae,
and the names and telephone numbers of five references to
.....(Chair, Search Committee).

The committee has agreed on a timetable that we hope will
bring the finalists to campus As the search
process continues, we will provide periodic updates.