

**Binghamton University**  
**Division of Diversity, Equity & Inclusion Search Form**  
**Part IIa – Pre-Screening/Remote Inquiry Approval (i.e. Telephone, Skype)**

**Position Title:**

**IE Position #:**

**Department:**

**Department Chair:**

**1) Is the Search Committee recommending 3 or more candidates for interview?      Yes      No**

*\*If the committee is proposing less than 3 candidates, please provide justification in writing separately.*

**2) Please identify candidates to whom you wish to offer a pre-screen/remote inquiry:  
 (Pre-screen/remote inquiry is for the purpose of clarifying candidate qualifications)**

Name	
1)	8)
2)	9)
3)	10)
4)	11)
5)	12)
6)	13)
7)	14)

**3) Please move each above-cited candidates' resume/vita to the 1st Round Interview folder in Interview Exchange (IE).**

**4) Are all candidates being recommended for interview listed as qualified in IE?      Yes      No**

**5) Approved by:**

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Signature of Search Chair Date

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Signature of VP, Dean or Designee Date

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Signature of DEI Designee Date

***Please do not extend invitations for remote inquiry until you have received approval from Division of Diversity, Equity and Inclusion to do so.***