To submit finalist to Dean’s Office, the Search Administrator needs to have entered “Reject”, “Withdrawn”, or “Accepted Another Position at NU” disposition codes for all non-selected candidates. They should also move any candidates who advanced to the Finalist stage to the finalist tab.
Next, navigate to the Finalists tab. Ensure that any non-selected finalists have also been given a “Reject”, “Withdrawn”, or “Accepted Another Position at NU” disposition code by the Search Administrator.

Note that you can preview the Search Summary Form.

When you are ready to send the candidate-of-choice’s materials to the Dean’s Office, change the candidate’s disposition to “Offer”. Contact Maria Daniele, who will then send the information to the Provost Office upon Dean approval.

**Note:** the candidate of choice must have a mailing address and highest degree granting institution entered on their application. This data was most likely captured as part of their application, but see the next page for instructions to edit these items if needed.
In the event that your candidate of choice does not have a mailing address and/or a highest degree granting institution entered on their application (note: if this is the case, you will receive a warning message when trying to transmit this candidate to eOffer), click on the candidate’s last name to drill into their application, and use the pencil icons to make edits.