

MINNESOTA STATE UNIVERSITY, MANKATO

HUMAN RESOURCES
336 WIGLEY ADMINISTRATION CENTER
MANKATO, MN 56001
(507) 389-2015
(507) 389-2960 FAX

CLASSIFIED POSITION SELECTION DECISION REPORT

POSITION CLASSIFICATION: _____

POSITION NUMBER: _____

NAME OF DEPARTMENT: _____

APPLICANT'S NAME: _____

1. If the applicant has not been recommended for employment, explain. Decision must be based on direct job-related factors, and the applicant's qualifications, or lack thereof, must correlate to the qualifications required to perform the duties of the position as indicated in the job description.

2. If applicant has been recommended for appointment, explain basis for the decision. Again, decision must be shown to be based on direct job-related factors and the applicant's qualifications must correlate to the qualifications required to perform the duties of the position as indicated in the job description.

3. Additional comments, if applicable.

This form must be attached to the position description and returned to Human Resources with resumes, interview work papers, and notes prior to making job offer to selected applicant.

Signature of Hiring Official

Date