

SELECTION DECISION REPORT



SUBMISSION REQUIREMENTS

Classified Positions: This form must be completed for each applicant in the protected class, as well as the successful candidate and submitted to HR along with the position description, resumes, interview questions/notes, prior to making job offer to selected applicant.

Unclassified Positions: This form must be completed for each applicant and submitted to HR at the conclusion of the search with all other search materials.

Position	Requisition No. (Classified Only)	Department
Applicant Name		

COMPLETION INSTRUCTIONS

Decisions and reasons given 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 vacancy notice/advertisements and/or the position description.

Not Interviewed: <i>If applicant was not selected for an initial interview, please explain.</i>

Interviewed But Not Selected: <i>If candidate was interviewed but not recommended for position, describe why.</i>

Recommended For Employment: <i>If candidate was selected, describe why they were the best candidate for the position. The candidate's qualifications must correlate to the qualifications required to perform the duties of the position.</i>

Additional Comments: (if applicable)

Signature (Hiring Official/Person Completing Form)

Date