

Complete this form, save and email to Employment Services for review prior to routing for approvals. This report is the official University documentation summarizing the selection process and hiring recommendation. It is accessible and used in formal complaint investigations.

Position Title:

Job Requisition (ID) Number:

Recommended Candidate:

Department Number:

Salary Offer Accepted:

Appropriate Administrator:

Start Date:

(Temp) End Date:

Pre-Arranged Vacation Dates:

Approved Relocation Costs:

Please list all candidates interviewed and indicate result of the interview based on the below codes. In the Notes column list the primary criteria-related reasons for SELECTION (hire or qualified) or NON-SELECTION for each candidate interviewed. Attach additional pages if you need more space.

H – Recommended for Hire

Q – Qualified, would recommend for hire

X – Rejected

W – Withdrew Application

D – Declined Offer

Candidate: Notes:	Result:
Candidate: Notes:	Result:
Candidate: Notes:	Result:
Candidate: Notes:	Result:
Candidate: Notes:	Result:

Selection Process

- ☐ Standard Recruitment Process:
Identified candidate(s) meeting minimum qualifications, conducted interviews, checked references*, extended conditional offer
- ☐ Additional Department Specific Steps:
- ☐ Background Check Required ☐ Pre-Placement Exam Required

Reference Checks (attach Reference Check Certification Form)

- ☐ Satisfactory reference received from current/most recent supervisor
- ☐ Satisfactory reference received from prior employer

Recruitment Efforts

- ☐ Internal Only
- ☐ Standard HR Posting Locations:
SSU Job Opportunities website, SSU HR Job Opportunities summary email, CSU Careers website, CalJobs, Higher Education Recruitment Consortium (HERC), InsiderHigherEd.com
- ☐ Additional Department Approved Postings:

Selection Committee (include name, title, and department)

1. Committee Chair:
- 2.
- 3.
- 4.
- 5.
6. List all other members:

Signatures

Department and Division management signatures are assertions that the selection process conducted is consistent with CSU and University recruiting and employment procedures, as well as Equal Employment Opportunity Guidelines.

Chair, Search Committee: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Dean, Director: _____ Date: _____

President/Vice President: _____ Date: _____

Human Resources: _____ Date: _____