

Complete this form, save and email to HR for review prior to routing for approvals. This report is the official 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-Approved Relocation \$:
Pre-Arranged Vacation Dates:	* requires pre-approval before offering
	(Prior to offering, hiring manager must consult with Human Resources and review the University's Moving and Relocation Policy (#2018-001) to ensure eligibility and compliance.

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 advancing or not advancing each candidate extended an invitation to interview. Attach additional pages if you need more space.

Recommended for Hire Withdrew Application Not Advanced Declined Offer

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 second reference received

Recruitment Efforts

- Internal Only
- Standard HR Posting Locations:
SSU Job Opportunities website, SSU HR Job Opportunities summary email, CSU Careers, Diversity Jobs, HighEdJobs, The Chronicle, EDD, CalJobs, Indeed, and Careers in Government.
- 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: _____

2nd Level MPP Reviewer: _____ Date: _____

Human Resources: _____ Date: _____