

## ACADEMIC HUMAN RESOURCES APPOINTMENT RECOMMENDATION FORM

### PROGRAM INFORMATION

Job Title \_\_\_\_\_

Posting # \_\_\_\_\_

Department Name \_\_\_\_\_

### 1. INTERVIEW/SELECTION INFORMATION

Search/Screening Committee Information

Chairperson: \_\_\_\_\_

Members

Name	Name
1.	4.
2.	5.
3.	6.

Candidates Proposed for Interview

1.	4.
2.	5.
3.	6.
Additional/Alternates	

### 2. SELECTION RATIONALE

**Attach official transcripts of highest degree and a separate sheet that details:**

- The name of the recommended candidate, salary recommendation and a rationale that explains why he or she is the most qualified for the position.
- Diversity Implications: Race/Sex of incumbent vs. recommended candidate and impact on department utilization.
- Alternate Recommendation: Explain why this candidate is qualified for the job in the event that the first candidate declines the offer.
- Candidate Pool Rejection: Explain briefly why other candidates interviewed appear less suited for this opportunity.

**3. CERTIFICATION STATEMENT**

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“I hereby certify, as the responsible hiring authority, that this selection process and these hiring actions have been conducted in compliance with established University policies and procedures.”

\_\_\_\_\_   
 Department Head / Director

\_\_\_\_\_   
 Date

**4. OFFER AUTHORIZATION**

<i>Dean or Provost</i>	<i>Date</i>
<i>Academic Human Resources</i>	<i>Date</i>

Professional Reference Check Cleared?  Yes  No  
Date Completed: \_\_\_\_\_  
Reference Check Done By: \_\_\_\_\_