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Office of Equity Opportunity, Access & Title IX Coordination | Box 1025 | Edwardsville, IL 62026 | Phone 618.650.2333 | Fax 618.650.2270

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## **BASIC INFORMATION**

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**Posting Title:** \_\_\_\_\_

**Hiring Manager/Search Chair:** \_\_\_\_\_ **Posting No.:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

## **SELECTION INFORMATION**

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**Is the selected candidate a current or former SIUE employee?** Yes, Banner ID/eID \_\_\_\_\_ No

**Proposed Start Date:** \_\_\_\_\_ **Appointment Percent:** \_\_\_\_\_%

**Proposed Salary Offer:** \$ \_\_\_\_\_ / hr mo. yr

**Selected Candidate Full Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### **Selection Justification**

Please describe why the candidate was selected over all other finalists. The explanation should include specific details regarding the candidate's qualifications, skills, experiences, performance during interview, and references, that led to the selection decision. Please include a minimum of two to three sentences.

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## **SELECTION INFORMATION (CONT.)**

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### **Non-selected Candidate Summary**

For each candidate that did not advance in the search, please provide the interview date, and describe the reason(s) they were not selected to receive an offer at this time, such as specific skills, experience, performance during the interview, references, etc. that they lacked in comparison to the selected candidate. Avoid vague statements such as “not a good fit.”

## **SELECTION REFERENCES**

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### **Reference Checks**

Candidate references should be checked as part of the selection process.

## **SEARCH DETAILS**

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### **Copies of Advertisements**

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**Was information on this position shared through sources other than those posted through HR?**

Yes - Provide details regarding this effort.      No

## **FINISHING DETAILS**

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All applicants' statuses and dispositions have been updated in NEOED. All applicants not selected for an offer should be in the “Closed” status with an appropriate disposition code assigned.

If any items are missing with no explanation, the form may be returned to the department.

