|  |
| --- |
| **FORM****D****DECISION JUSTIFICATION** |
| **Position/Applicant Information** |
| Position Title: |       | Position Number: |       | Location: |       | Requisition Number: |       |  |
|  |
| Recommended Applicant: |       | Start Date: |       | Starting Pay: |       |  |
|  |  |
| Reason if hiring above minimum: |       |  |
|  |  |
| **Selection Tools**  |  |
|  |
| Check all selection tools and forms used (attach all forms and notes): |  |
|  |
| [ ]  Initial Interview [ ]  Final Interview [ ]  References [ ]  Verification | [ ]  Other: |       |  |
| List factors used to determine which applicants were offered an Initial Interview:      List factors used to determine which applicants were offered a Final Interview:       |
| **Applicant Comparison** |  |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant Name**List top five applicants. Leave appropriate columns blank if applicant was not interviewed or references were not checked. | **Job Fit** Use ratings from Initial Interview | **Knowledge**Use ratings from Initial Interview | **Competencies**Use ratings from Final Interview | **References** Were all references satisfactory? |  |  |
| **A** | **B** | **C** | **A** | **B** | **C** | **A** | **B** | **C** | **Yes** | **No** | **N/A** |
|       |      |      |      |      |      |      |      |      |      |      |      |      |
|       |      |      |      |      |      |      |      |      |      |      |      |      |
|       |      |      |      |      |      |      |      |      |      |      |      |      |
|       |      |      |      |      |      |      |      |      |      |      |      |      |
|       |      |      |      |      |      |      |      |      |      |      |      |      |

If applicable, provide information pertaining to additional job-related factors that impacted your consideration of any applicants:     If a reference was unsatisfactory (i.e., suggests information provided by the applicant may be inaccurate and/or potentially concerning information was provided), please indicate the applicant’s name and reference provider’s name:      Explain why you are recommending that this applicant be selected:       |
| **Hiring Supervisor Approval** |  |
|  |
| Your Name: |       |  Date: |       |  |
|  |