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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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: | |  | | | | | | | | |  |
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