

Auxiliary – Applicant Selection & Disposition

INSTRUCTIONS: Complete this form and secure the necessary signatures in order to recommend the appointment of a candidate. Upon completion, this form should be forwarded to the Office of Human Resources. In Section A, Applicant Selection, list all applicants called for interview and supply a brief statement regarding the reason for selection/non-selection. Interviewed applicants should be listed in the order of their eligibility for appointment. In Section B, Appointment Information, please provide information as requested. **This selection recommendation will not be processed unless it contains the authorizing signature of an MPP supervisor or manager, or a department chair.** The appropriate signature should be provided in Section C.

SECTION A – APPLICANT SELECTION:

1. List names of committee members: _____
2. Listing of applicants contacted for interview (include those even if not actually interviewed).

Rank Order	Applicant's Name	Brief Reason for Selection	Date References Checked
1.			
2.			
3.			

Rank Order	Applicant's Name	Brief Reason for Selection	Date References Checked
4.			
5.			
6.			
7.			

Check here if additional interviewees are listed on page 2.

SECTION B – APPOINTMENT INFORMATION:

1. Desired appointment effective date: _____
2. Salary offer: Begin salary negotiations at \$ _____ Do not exceed \$ _____
3. Selected candidates below the first ranked will not be contacted without prior consultation with the employing department.

SECTION C – APPROVALS:

1. **Employing Department:** Authorization may only be granted by an MPP employee or department chair.

Signature: _____ *Print Name:* _____ *Date:* _____

2. **Additional Approval** (If Required)

Signature: _____ *Print Name:* _____ *Date:* _____

3. **Office of Human Resources**

Signature: _____ *Print Name:* _____ *Date:* _____

SECTION D – ADDITIONAL INTERVIEWEES:

Rank Order	Applicant's Name	Brief Reason for Selection	Date References Checked
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			