

**SELECTION/ HIRE AUTHORIZATION FORM**

**Section 1 - Select one:**      **Contracts & Grants**      **Campus Program**      **Corporate**

**Position Title:** \_\_\_\_\_ **Classification Code:** \_\_\_\_\_

**Job-related Selection Criteria (Refer to job announcement and description)**

1. Knowledge
2. Ability/Skills
3. People Skills

**Other specific criteria**

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Interviews Conducted**

**On scale of 1-5 (1=poor, 5=excellent and N/A = not applicable or zero) rate each applicant on the criteria listed above.**

Applicant Name	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9	Criteria 10	Total
Interview date											

**Section 2 - Candidate Selection**

**1st Choice** \_\_\_\_\_

**2nd Choice** \_\_\_\_\_

**3rd Choice** \_\_\_\_\_

**Amount Willing to offer:** (must be within the range stated on the ETR Form)      \$ \_\_\_\_\_      **Per** \_\_\_\_\_

**If first choice rejects job offer, should UAS contact you?**      Yes      No

**Section 3- Hire Authorization**

**I hereby authorize UAS HR to offer employment to the above mentioned candidates in the order listed.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature      Date