



Applicant Evaluation Form

This form is to be completed for the top 3 final candidates interviewed for classified/civil service vacancies. Sign and return this form and one copy of the regret letter sent to candidates to the Director of University Staffing Services, Division of Human Resources, College Hall 316. **The Date of Hire should be on a Monday at the beginning of a pay period.**

Candidate Name _____ Date of Interview _____

Position Title _____ Department _____

Position Number _____ Previous Incumbent _____

Reports to: _____ Building & Room # _____ Date & Time: _____

After interviewing this candidate:

- I would like to consider other applicants for this position.
- After consulting with Human Resources, **I have offered the position** to the above applicant at the range and salary step indicated below: **Date of Hire** _____

Range: _____ Step 1 \$ _____ Step 3 \$ _____ Step 2 \$ _____ Step 4 \$ _____

BACKGROUND SCREENING NOTE: Issue the final candidate an unofficial offer letter. Indicate in the letter that this offer of employment is pending satisfactory background screening results.

Provide the candidate with the Background Screening Search form and Disclosure and Authorization form for his/her signature. Return background screening forms with all attachments to Human Resources so that the request can be submitted for processing.

=====
INTERVIEWER COMMENTS. Please provide an overview of this interview and any relevant comments and/or information on the candidate's ability or inability to perform the duties required for the position:

APPLICANT REJECTED BECAUSE CHECK (✓) ONE:

- _____ Lacked necessary work experience/education
- _____ Salary too low
- _____ Location not acceptable
- _____ Accepted other employment
- _____ Lacked qualifications/computer knowledge/office procedures
- _____ Not currently available
- _____ Not interested in position
- _____ Other (Explain) _____

Supervisor's Signature: _____ Date: _____

Return Applicant Evaluation Form, Background Screening Search Request and Disclosure and Authorization forms to Human Resources as soon as possible.