

SELECTION JUSTIFICATION FORM

***Please upload the Selection Justification form into Category "Selection Record." (If the form were to be uploaded as an Appointment Letter the applicant will be able to view this form.)**

Canidate Information

Selected Canidate:

Position Title:

Unit:

Rationale for selecting the applicant:

Candidate's Current Position Title:

Years in Current Position:

Years of Experienc in the Profession:

Highest Degree:

Degree Date (Year Only):

Institution:

Discipline:

Position and Salary Information

Suggested Starting Salary (indicate dollar amount): \$

Salary Justification. Explain how this starting salary compares to the current salaries within the department and how this salary will impact the current salaries in the department.

Advertised Salary Range: \$

Selected Canidate's Current Salary: \$

Other determining factors/comments:

What is the market paying for this type of position?

What is the source(s) of this market data?

_____	_____	_____
Search Chair Name	Search Chair Signature	Date
_____	_____	_____
Appointing Officer Name	Appointing Officer Signature	Date
_____	_____	_____
Human Resources Name	Human Resource's Signature	Date

To be completed by Human Resources:

Name: _____ Signature: _____

Date: _____

Comments: _____

Prevailing Wage for H-1-B _____

Prevailing Wage for Permanent Residency _____

To be completed by Affirmative Action:

Name: _____ Signature: _____

Date: _____

Comments: _____

To be completed by Executive Officer (VP):

Name: _____ Signature: _____

Date: _____

Approved starting salary: _____

Comments: _____