**FINAL CANDIDATE JUSTIFICATION & AUTHORIZATION TO OFFER**

**(UNIVERSITY STAFF ONLY)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **POSITION INFORMATION** | | | | | | |
| Date: | |  | | | | |
| UW System Title: | |  | | | | |
| Working Title: | |  | | | | |
|  | | | | | | |
|  | | | | | | |
| **CANDIDATES** | | | | | | |
| 1. Provide an alphabetical listing of applicants interviewed.  2. For each candidate, provide an analysis evaluating their strengths and weaknesses against the position description and the interview process. Candidates may not be ranked nor compared. Comments should be objective, and should not reference the appearance of the candidate or personal characteristics (e.g., pleasant, energetic, dynamic, youthful, etc.)  3. The Recruitment Panel/Committee does not recommend a particular candidate for hire, but should indicate which candidates are acceptable for hire based on the analysis. | | | | | | |
| **NAME** | | **ANALYSIS** | | | | |
| Acceptable for hire | |  | | | | |
| Acceptable for hire | |  | | | | |
| Acceptable for hire | |  | | | | |
| Acceptable for hire | |  | | | | |
| Acceptable for hire | |  | | | | |
| Acceptable for hire | |  | | | | |
| **Prepared by:** | |  | | | | |
| ***Preparer****: e-mail form to Designated Approver for review and approval.* | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **DESIGNATED APPROVER** | | | | | | |
| Review applicants listed above and complete offer section below. | | | | | | |
| **Designated Approver Name:** | | | |  | | |
| **OFFER INFORMATION** | | | | | | |
| Candidate First/Last Name: | | | |  | | |
| FTE% | | | |  | | |
| Approved Internal Pay Range: | | | |  | | |
| **Requested Offer Salary:** | | | |  | | |
| **Requested Maximum Offer Salary:** | | | |  | | |
| (if requested offer salary or maximum offer salary is beyond Approved Internal Pay Range, provide justification below) | | | | | | |
| Justification (if needed): | | | |  | | |
|  | | | | | | |
| ***Designated Approver****: e-mail form to Human Resources for review. Human Resources will route for review and approval.* | | | | | | |
|  | | | | | | |
| **OFFER APPROVAL** | | | | | | |
| **HR Comments** | | | |  | | |
| ***Human Resources:*** *forward via e-mail to Dean/Division Head (if applicable) or Area Leader* | | | | | | |
| **Dean/Division Head name (if applicable)** | | | |  | | |
| **Dean/Division Head comments (if applicable)** | | | |  | | |
| ***Dean/Division Head*** *(if applicable): forward via e-mail to Area Leader.* | | | | | | |
| **Area Leader Name:** | | | |  | | |
| **Area Leader Comments:** | | | |  | | |
| ***Area Leader****: forward via e-mail to Designated Approver.* | | | | | | |
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|  | | | | | | |
| **FINAL OFFER INFORMATION** *(completed by Designated Approver or Recruitment Chair)* | | | | | | |
|  | **ACCEPTED** | | | |  | **DECLINED** |
| Salary: | | |  | |  | Salary |
| Other: | | |  | |  | Other |
|  | | | | | | |
| **AUTHORIZATION** | | | | | | |
| I have negotiated the conditions of the offer as indicated above. I have provided Human Resources with a completed [Personnel Action Form](http://www.uwgb.edu/UWGBCMS/media/hr/forms/PAPersonnelActionFormUniversityStaff.xlsx) to conduct a criminal background check and prepare the formal offer letter. | | | | | | |

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| *Recruitment Chair or Designated Approver* |  | *Date* |

***Route completed form to Human Resources****.*