**FINAL CANDIDATE JUSTIFICATION**

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| --- | --- |
| **POSITION INFORMATION** | |
| Date: |  |
| Budget Position Number: |  |
| UW System Title: |  |
| Business Title: |  |
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| **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. An offer may only be extended to any candidate(s) deemed as Acceptable for Hire.  If preferred, the Recruitment Committee or Interdisciplinary Unit Executive Committee may complete a separate document/memo with the information outlined above. | |
| **NAME** | **ANALYSIS** |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
| Acceptable for hire |  |
|  | |
| **ROUTING** | |
| Recruitment Chair or Executive Committee sends form electronically to designated approver (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu)). | |