



FINALIST APPROVAL FORM - CLASSIFIED

This form is to be completed by the hiring official and approved by the signors below prior to any interviews being scheduled. The hiring official will be contacted by Human Resources once this form and attachments are approved.

Please attach the following documents: Screening Summary Report, Applicant Roster Email from HR, Position Description, Interview Template and a resume for each of the proposed finalists (those who may be selected for interview and selected for interview). *When forwarding for signatures, please mark as "Confidential"

This section is to be completed by the hiring official:

Division: _____ Department: _____

Position Classification (ex: Office & Admin. Spec. Senior): _____

Working Title (ex: Executive Assistant): _____

Position Control Number (PCN - 8 digits): _____ PRF #: _____

Job ID: _____

Hiring Official: _____ Phone: _____ Date: _____

Name(s) of any others who will be involved in the hiring and selection process (minimum of two (2) members is required):

1) _____ 2) _____ 3) _____

Yes (Required before scheduling interviews):

By checking the above box, the hiring official is confirming that the Classified Hiring Process has been reviewed and all search committee members have reviewed the Confidentiality video and statement found within the D2L training.

Determination by the Dean or Vice President (to be sent to Human Resources w/documents):

Approved

Not Approved

Comments: _____

Dean/Vice President

Date

Determination by Human Resources:

Approved

Not Approved

Comments: _____

Human Resources

Date