
Office of Equal Opportunity, Access & Title IX Coordination | Box 1025 | Edwardsville, IL 62026 | Phone: 618.650.2333 | Fax: 618.650.2270

BASIC INFORMATION

Posting Title: _____ Posting No.: _____
Hiring Manager: _____ Supervisor: _____
Department: _____ Date Submitted: _____

SELECTION INFORMATION

Is the selected candidate a current or former SIUE employee? Yes, Banner ID/eID _____ No

Proposed Start Date: _____ Appointment Percent: _____%

Proposed Salary Offer: \$ _____ / hour month year

Selected Candidate Full Name: _____ Email: _____

Selection Justification

Please describe why the candidate was selected over all other finalists. The explanation should include specific details regarding the candidate's qualifications, skills, experiences, performance during interview, and references that led to the selection decision. Please include a minimum of two to three sentences.

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SELECTION INFORMATION (CONT.)

Non-Selected Candidate Summary

For each candidate that did not advance in the search, please provide the interview date, and describe the reason(s) they were not selected to receive an offer at this time, such as specific details, experiences, performance during the interview, references, etc., that they lacked in comparison to the selected candidate.

Avoid vague statements such as “not a good fit.”

SELECTION REFERENCES

Reference Checks

Candidate references should be checked as part of the selection process.

SEARCH DETAILS

Was information on this position shared through sources other than those posted through HR?

Yes – Provide details regarding this effort. No

FINISHING DETAILS

All applicants’ statuses and dispositions have been updated in NEOED. All applicants not selected for an offer should be in the “Closed” status with an appropriate disposition code assigned.

If any items are missing with no explanation, the form may be returned to the department.

