

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.)**

Candidate Information	
Selected Candidate:	
Position Title:	Unit:
Rationale for selecting the applicant:	
Candidate's Current Position Title:	
Years in Current Position:	Years of Experience in the Profession:
Highest Degree:	Degree Date (Year Only):
Institution:	Discipline:
Position and Salary Information	
Suggested Starting Salary (indicate dollar amount): \$	
<i>Salary Justification.</i> 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 Candidate'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: _____