21/Appointment
MODEL UCSD STAFF EMPLOYMENT SELECTION REPORT

Job Title: ______________________________  Posting Number: _______________________

Write a statement describing each skill, knowledge or ability used for evaluating the candidate. This statement should cover the critical skills, knowledge or abilities for each major function in the job description.

1._________________________________________________________________________

2._________________________________________________________________________

3._________________________________________________________________________

4._________________________________________________________________________

5._________________________________________________________________________

Document the outcome for each individual on this list. For those not interviewed, do not apply a rating. Use one of the following outcome codes: D - Declined interview  U - Unable to Contact

Document the decision using the following outcome codes:
MO = Make Offer                                        OC = Other Candidates More Competitive
NS = No Show for Interview                              OF = Accepted Other Offer
WS = Withdrew after Interview/Salary Reasons            WO = Withdrew after Interview/Other Reasons

Rate candidate(s) against the criterion:  4=Exceeds Requirements  3=Meets Requirements  2=Partially Meets Requirements  0=Does Not Meet Requirements

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Reason for Selection:
_________________________________________________________________________

Salary: _____________________________________________ Proposed Start Date: ________________

Hiring Supervisor: ______________________________  Date: ______________________________

Endorsement(s): ____________________________________  Date: ______________________________

Human Resources Contact: ___________________________  Date: ______________________________

Staffing Specialist: ________________________________  Date: ______________________________

Effective Date: July 1, 1996  Revised Date: July 1, 2002