

**POSITION FINALIST(S) FORM  
MUST BE APPROVED BEFORE CONTRACT OFFER**

TITLE: \_\_\_\_\_ POSITION #: \_\_\_\_\_

POSITION FINALISTS (Please list in alphabetical order):

Name	Gender	Ethnicity

**Satisfactory completion of a background check is required after a conditional offer of employment has been made.**

Comments:

\_\_\_\_\_  
Chair, Search & Screen Committee Date

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- I have appointed \_\_\_\_\_
- I have not appointed anyone from the finalist list and am:
- Terminating the search without appointment.
  - Directing the committee to further review the applicant pool for other possible finalists.
  - Obtain approval from Employee Relations and Budget to re-announcing the vacancy.

\_\_\_\_\_  
Hiring Authority Date

\*\*\*\*\*

- I concur with the appointment.
- I do not concur with this appointment  
Reason: \_\_\_\_\_

\_\_\_\_\_  
Dean/Director Date

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Appointment Approved:

\_\_\_\_\_  
President/Vice President Date

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University hiring policies and procedures have been complied with and maintained.

\_\_\_\_\_  
Human Resources Director Date

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To be completed by person responsible for contract:

Person Hired: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Annual Salary Rate: \_\_\_\_\_