

Position Finalist(s) Form  
Must Be Approved Before Contract Offer



**UNIVERSITY OF NORTHERN COLORADO**  
Office of Human Resources  
Carter Hall, Room 2002, Campus Box 54,  
Greeley, CO 80639

Title \_\_\_\_\_ Position # \_\_\_\_\_

**POSITION FINALISTS** *(Please list in alphabetical order)*

Name	Gender	Ethnicity

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

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Chair, Search & Screen Committee* \_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Signature of Hiring Authority* \_\_\_\_\_  
*Date*

I concur with the appointment  
 I do not concur with his appointment      Reason \_\_\_\_\_

\_\_\_\_\_  
*Signature of Dean/Director* \_\_\_\_\_  
*Date*

Appointment Approved \_\_\_\_\_

\_\_\_\_\_  
*Signature of President/Vice President* \_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Signature of Human Resources Director* \_\_\_\_\_  
*Date*

**TO BE COMPLETED BY PERSON RESPONSIBLE FOR CONTRACT**

Person Hired \_\_\_\_\_  
 Starting Date \_\_\_\_\_ Annual Salary Rate \_\_\_\_\_