

**To Be Completed by Department**

Name of Applicant:

Position Title:

Selection Justification: How does the applicant selected meet and/or exceed the requirements of the position? Provide a brief explanation relating back to the qualifications for the position.

Please explain why this candidate is the most qualified:

Provide all candidates that were determined to be finalist in ranking order. Attach additional information if more space is required.

Rank Order	Applicant's Name	Reasons Hired/Not Hired
#1 Candidate		