

FACULTY - REQUEST TO HIRE FORM Rev. 03/30/21

Department

Position Title

Employee Name

Effective Date

Employee's Email Address

Employee's Mobile Number

Proposed Salary

I acknowledge and agree to provide all supporting documentation (i.e. reference checks, evaluation forms/surveys/rubrics, hand-written & typed notes, etc. for ALL candidates that were interviewed to the Provost for approval and for placement in the HR recruiting file.

General Information

Tenure track

Visiting/Non-tenure track

Professor of Practice

Total number of applications:

Total number of candidates phone interviewed:

Total number of finalists interviewed:

Approval Signatures

Signature: _____ Date _____
Department Chair

Signature: _____ Date _____
Provost

Signature: _____ Date _____
Director of Human Resources

EVALUATION

Please list the names of those serving on the Search Committee:

Finalist names and information (if more than 4, please add additional pages)	Key Qualifications: List the key qualifications for the position in boxes Q1-Q4 below and indicate the degree to which each candidate meets each essential qualification (example: exceeds, meets, does not meet). Please also share why the candidate did/did not meet each essential qualification.			
	Q1	Q2	Q3	Q4
Finalist 1 name:				
	Rationale:	Rationale:	Rationale:	Rationale:
Finalist 2 name:				
	Rationale:	Rationale:	Rationale:	Rationale:
Finalist 3 name:				
	Rationale:	Rationale:	Rationale:	Rationale:
Finalist 4 name:				
	Rationale:	Rationale:	Rationale:	Rationale: