



Pre-Hire Justification Form

This form must be completed by the hiring supervisor for all hiring requests, as provided under [HR/LR Policy #1434, Recruitment and Selection](#). All relevant information must be provided. All candidates must be evaluated by completing interview scoring; ranking their scores; reviewing their resumes, cover letter, and application materials; and debriefing by interview panelists. The hiring supervisor cannot make any job offer until Human Resources and Affirmative Action staff have reviewed this form and any attached documentation and approved the request.

Pre-Hire Justification

A. General Information for Selected Finalist

Name of finalist selected for job offer: _____

Classification/working title of position selected for: _____

Position purpose (2-3 sentences describing the work to be performed):

B. Interview Pool

How many candidates were selected for interview? _____

Describe the job-related criteria used to select the applicants for interviews.

How many candidates accepted an invitation and were interviewed for the position? _____

Provide the scoring summary for the top 5 scoring candidates below (if less than 5 candidates were interviewed, provide the scoring summary for all candidates interviewed).

Interview Round 1

Please list the name and title of every interview panelist.

	Applicant #1	Applicant #2	Applicant #3	Applicant #4	Applicant #5
Applicant Name					
Total Average Round 1 Score					

Interview Round 2 (if applicable)

Please list the name and title of every interview panelist.

	Applicant #1	Applicant #2	Applicant #3	Applicant #4	Applicant #5
Applicant Name					
Total Average Round 2 Score					
Total of Rounds 1 and 2					

Interview Round 3 (if applicable)

Please list the name and title of every interview panelist.

	Applicant #1	Applicant #2	Applicant #3	Applicant #4	Applicant #5
Applicant Name					
Total Average Round 3 Score					
Total of All Rounds					

C. Justification

Top Ranked Finalist

Name: _____

Please provide a written summary explaining why the selected finalist is the top-ranked candidate for the position using the following job-related criteria:

- Work experience
- Training, certifications, or licensure (if required)
- Knowledge, skills, and abilities
- Other applicable job-related criteria described in the minimum and preferred qualifications for the posted position.

Please use the minimum and preferred qualifications in the job posting in your consideration.

Second-Ranked Finalist

Name: _____

If the top-ranked candidate withdraws or is otherwise removed from consideration (e.g., due to failure to pass a background check or reference check), would you like to extend an offer to the second-ranked candidate?

Yes No

If yes, please provide a written summary explaining why the individual is the second-ranked candidate for the position using the following job-related criteria:

- Work experience
- Training, certifications, or licensure (if required)
- Knowledge, skills, and abilities
- Other applicable job-related criteria described in the minimum and preferred qualifications for the posted position.

Please use the minimum and preferred qualifications in the job posting in your consideration.

D. Supporting Documentation

The hiring supervisor may attach to this form any relevant hiring documentation supporting their selection, including the following:

- Job posting
- Structured interview questions and anchors, including scores and notes
- Resumes of all interviewed applicants

If relevant documentation is not attached by the hiring supervisor or human resources, the affirmative action officer may request and review relevant hiring documentation as appropriate and necessary to aid in their review of this form.

E. Certification

Required Signatures

Hiring Supervisor: I affirm that the above information is accurate and that following a review of all job-related criteria, I would like to offer the above-named finalist the position, contingent on passing any required background and/or reference checks.

Signature: _____ Date (mm/dd/yyyy): _____

Name: _____

Human Resources: I affirm that I have reviewed and approved the information on this form and any accompanying attachments.

Signature: _____ Date (mm/dd/yyyy): _____

Name: _____

Affirmative Action Officer: I affirm that I have reviewed and approved the information on this form and any accompanying attachments. This hiring justification demonstrates equal employment opportunity.

Signature: _____ Date (mm/dd/yyyy): _____

Name: _____