***UNH HIRING SELECTION FORMS***

**PART I SEMI-FINALISTS**

(A*pplicants who have been chosen for phone, electronic [Skype, Zoom] or airport interviews from which finalists will be selected.)*

**IF NO SEMI-FINALISTS ARE SELECTED FOR INTERVIEW, SKIP THIS SECTION AND GO DIRECTLY TO I.D. FINALISTS**

**When *semi-finalists* are identified**, I.C. is to be completed, signatures obtained, and supporting documents sent to the Director & Title IX Coordinator, Civil Rights and Equity Office:

1. Identify semi-finalists, including race, ethnicity and gender, and provide rationale below.
2. Obtain the appropriate signatures and forward to the Director & Title IX Coordinator, Civil Rights and Equity Office.
3. The Director & Title IX Coordinator will review the information and notify the search chair of approval to proceed with interviews.

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| **Name** | **Race/Ethnic Code** | **Gender** | **Rationale for Selection of Semi-Finalists**  **(based on position’s posting)** |
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***SEMI-FINALISTS APPROVED:***

Search Chair Signature Date

Unit Administrator or Department Chair Signature Date

Division Administrator or Dean Signature Date

Director & Title IX Coordinator, Civil Rights and Equity Office Signature Date

**PART I FINALISTS**

(A*pplicants who have been selected for campus interviews.)*

**THIS SECTION IS REQUIRED**

**When *finalists* are identified**, I.D. is to be completed, signatures obtained, and supporting documents sent to the Director & Title IX Coordinator, Civil Rights and Equity Office:

1. Identify finalists, including race, ethnicity and gender, and provide rationale below.
2. List semi-finalists (if any) not selected to move forward, and provide rationale as to why each was not chosen as a finalist.
3. Obtain the appropriate signatures and forward to the Director & Title IX Coordinator, Civil Rights and Equity Office.
4. The Director & Title IX Coordinator will review the information and notify the search chair of approval to proceed with interviews.

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| **Name of Finalist** | **Race/Ethnic Code** | **Gender** | **Rationale for Selection as Finalist**  **(based on position’s posting)** |
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| **Name of Semi-Finalist**  **not moved forward** | **Race/Ethnic Code** | **Gender** | **Rationale for Not Selecting as Finalist** |
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***FINALISTS APPROVED:***

Search Chair Signature Date

Unit Administrator or Department Chair Signature Date

Division Administrator or Dean Signature Date

Director & Title IX Coordinator, Civil Rights and Equity Office Signature Date

***UNH HIRING SELECTION FORM***

**PART II DECISION (THIS PART IS REQUIRED FOR ALL SEARCHES.)**

Prior to extending an offer to the candidate selected for hire, approval from the Dean/Unit Administrator and the Civil Rights & Equity Director, are required. Complete the UNH Hiring Selection Form PART II DECISION. Provide rationale for the candidate selected for hire. If you interviewed finalists from which the final candidate was selected, please provide rationales for why the finalists were not selected for hire. The approved form will close out the search with the Civil Rights & Equity Office.

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| --- | --- |
| Hiring Unit or Department: |  |
| Position to be filled: |  |
| Position Number: |  |

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| --- | --- | --- |
| **A**. Candidate |  | has been offered and accepted the position. References were checked by |

(please print clearly)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | on |  | and were determined to be satisfactory. Start date is |  |

(please print clearly) (date) (date)

**B.** Consistent with the qualifications advertised, the following factors make this candidate most outstanding:

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**C.** List finalists not selected for hire, and rationale as to why each was not chosen for the position:

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**D.** List offers to other selected finalists and their responses (please print clearly):

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Hiring Official Signature (Division Administrator, Dean or Provost) Date

Director & Title IX Coordinator, Civil Rights and Equity Office Signature Date