***UNH HIRING SELECTION FORM***

**PART II DECISION**

*(Hire - Final candidate selected to extend an offer)*

Prior to extending an offer to the candidate selected for hire, approval from the Dean/Unit Administrator and the Civil Rights & Equity Assistant Director, are required:

* Complete the UNH Hiring Selection Form PART II DECISION. Provide a 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.
* Email the UNH Hiring Selection Form PART II DECISION to the Dean/Unit Administrator for approval.
* The Dean/Unit Administrator emails the approved Part II Decision form to [Emily Wilcox](mailto:emily.k.wilcox@unh.edu), CREO Assistant Director, for CREO approval (copy [pamela.hayes@unh.edu](mailto:pamela.hayes@unh.edu)) .
* After the Dean/Unit Administrator and CREO Assistant Director has approved the candidate selected for hire, an offer may be extended to the candidate.

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

**A.** Candidate selected for hire:

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| Name: |
| References were checked by:[name] on [date] and were determined to be satisfactory |
| Start date is: |

**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

Assistant Director, Civil Rights and Equity Signature Date