**Hiring Justification Templates**

The following hiring justification templates are provided as fillable MSWord documents and can be slightly edited for your specific use. Use of these templates will provide greater clarity and address specific qualifications which will result in fewer revisions and more expeditious approvals.

The letter template is provided as both an example and a fillable model. The brief letter template should be used in conjunction with the table template. The letter allows for the indication of acceptability as well as a succession plan should your first choice decline – enter this information in the area addressing specific plans/acceptability regarding remaining candidates.

There are two versions of the table template – a fillable table template and a blank table template. Both table templates were designed to input the specific qualifications used in your search. Please use *either* the fillable template or the blank template to accompany the letter template.

Once the letter and table are completed, please e-mail to all individuals listed as copied in the letter. You will need to certify that you have completed this step in the Hiring Proposal in the Page Up system to move the proposal forward.

*If more rows are needed to accommodate a greater number of qualifications*:

In the fillable table, copy the row and then right click and choose “insert as new row” (third clipboard icon) and the formatting should carry forward.

On the blank template, place your cursor in the last row and then right click, choose “insert” and then row above or below. This will add another blank row.

Click here to enter date

To: Click here to enter name, Chair, Click here to enter Department Name

CC: Click here to enter name, Dean

Carolyn Phelps, Assoc. Provost for Faculty and Administrative Affairs

Patsy Bernal-Olsen, Assoc. University Counsel/Affirmative Action Officer

Amy Askren, Faculty Hiring Manager

Click to enter Budget Manager name and title

Click to enter any additional individual (with title) to be notified

From: Click to enter Search Committee Chair

The following is the evaluation from the Search Committee regarding the position of Click here to enter position title being searched, Click here to enter posting number.

The search yielded Click to enter number of on-campus finalists on-campus finalists: Click here to enter finalist names. Each finalist was determined to have met the required qualifications upon the initial review of application materials and prior to interviewing. In the table on the following page, the committee addressed the extent to which said required and preferred qualifications were met, and the primary evidence used to make that determination.

Of the preferred qualifications, the committee placed more importance on: Click here to enter criteria which were prioritized

Based on the committee’s evaluation of the candidate(s), the Search Committee has determined that Click here to enter top candidate’s name is most acceptable for the position. If the first candidate should decline the offer, the committee finds Click here to enter acceptability/succession planning regarding the remaining candidates

**Fillable table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Required Qualifications** | Candidate 1 | | Candidate 2 | | Candidate 3 | |
| **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. |
| Click here to enter required criterion. | Unmet | Click here to enter source of evidence, choose all applicable. | Choose an item. | Click here to enter source of evidence, choose all applicable. | Choose an item. | Click here to enter source of evidence, choose all applicable. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable. | Choose an item. | Click here to enter source of evidence, choose all applicable. | Choose an item. | Click here to enter source of evidence, choose all applicable. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable |
| **Preferred Qualifications** | Candidate 1 | | Candidate 2 | | Candidate 3 | |
| **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds) | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. |
| Click here to enter preferred criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable |
| Click here to enter preferred criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable |
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| Click here to enter preferred criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable |
| Click here to enter preferred criterion. | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable | Choose an item. | Click here to enter source of evidence, choose all applicable |
| **Determination of Acceptability** | Choose an item. | | Choose an item. | | Choose an item. | |
| **Rank** |  | |  | |  | |
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**Blank Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Required Qualifications** | **Candidate 1 Name** | | **Candidate 2 Name** | | **Candidate 3 Name** | |
| **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. |
| Example: Ph.D. in the discipline or a related field at time of appliation | Met | Initial review-CV | Met | Initial review - CV | Met | Initial review - CV |
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| **Preferred Qualifications** | **Candidate 1 Name** | | **Candidate 2 Name** | | **Candidate 3 Name** | |
| **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. | **Extent Met:** Unmet, Met, Exceeds | **Evidence:**  Initial review, Phone / Campus interview, Presentation, etc. |
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| **Determination of Acceptability** |  | |  | |  | |
| **Rank** |  | |  | |  | |
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