



**Full-Time Position Approval Form**

**Approval To Offer Position And Hire**

**Section 5—Information provided by the search committee chair or hiring manager to the executive staff member with written justification for the selections.**

Names of Applicants Interviewed (or attach spreadsheet):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Recommended Candidate(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Search Chair or Hiring Manager

**Section 6 – Candidate Selection. For teaching, administrative, and professional faculty attach a VCCS-10.**

Name of Candidate Selected for Position: \_\_\_\_\_

Reason for Selection: \_\_\_\_\_

Proposed Annual Starting Salary: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Staff

**Section 7 – President’s Approval of Candidate Selection (required before offer of employment is extended).**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date Offer Is Extended \_\_\_\_\_

**Section 8 – EEO Documentation Required**

**Once the final candidate is approved, the search committee chair/hiring manager submits the following search documents to human resources for all positions:** State of Virginia application (required). Resume (optional), interview questions and responses, reference check information, and candidate summations (matched against minimum criteria).