

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).