

Approval To Offer Position And Hire

Section 5—Information provided by the search committee chair or immediate supervisor to the executive staff member with written justification for the selections. For teaching faculty and administrators, attach a VCCS-10

Names Or Recommended Candidate(s):

Signed: _____ Date: _____

Section 6 – Approval of the selected candidate

Approved: _____ Disapproved: _____

Signed: _____ Date: _____

Section 7 – EEO Documentation Required

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

Name of Candidate Offered Position: _____

Proposed Annual Starting Salary: _____

Employment Start Date: _____

Section 8 – Human Resources use for dates completed

Approval To Appoint from President/Executive Staff _____

EEO Documentation Complete _____

Unselected Candidates Notified _____

Employment Appointment Form Approved _____

Employee Entered into PMIS _____

Employee Placed on Payroll _____

Human resources retains search file for three years in accordance with the Commonwealth's Records Retention Policies and Procedures.