CAL STATE LA UAS AUXILIARY SERVICES INC.

5151 State University Drive, GE 314, LA, CA 90032

SELECTION/ HIRE AUTHORIZATION FORM

Req. ID: _____

Section 1 - Select one: ☐ **Contracts & Grants** ☐ **Campus Program** ☐ **Corporate**

Position Title: _____ **Classification Code:** _____

Job-related Selection Criteria (Refer to job announcement and description)

1. Knowledge
2. Ability/Skills
3. People Skills

Other specific criteria

4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Interviews Conducted

On scale of 1-5 (1=poor, 5=excellent and N/A = not applicable or zero) rate each applicant on the criteria listed above.

****A minimum of three qualified candidates must be interviewed for each position.**

Applicant Name Interview date	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9	Criteria 10	Total
											0
											0
											0
											0
											0

Section 2 - Candidate Selection

1st Choice _____

2nd Choice _____

3rd Choice _____

Amount Willing to offer: (must be within the range stated on the ETR Form) **$** _____ **Per** _____

If first choice rejects job offer, should UAS contact you? ☐ Yes ☐ No

Section 3- Hire Authorization

I hereby authorize UAS HR to offer employment to the above mentioned candidates in the order listed.

_____ _____

Name (print) Signature Date

_____ _____

Name (print) Signature Date