

UCAR HIRING PROCESS DOCUMENTATION

Job # _____ Position Title _____ Today's Date _____

Interview Process UCAR is required to document the search and selection process for filling vacant positions. Please describe your process below, where "Type of Process" may be telephone interview, panel interview, final interview, etc. Skills assessed include requirements from the Position Description, e.g., C ++, UNIX, budget analysis, project management, etc.

STEP 1: Date of Process _____ Type of Process _____

Skills Assessed: _____

Interviewer(s) Name(s): _____

Candidate Name	Rating *	Notes <i>(Exp: Strong C++, but no UNIX; no spreadsheet experience; weak data analysis background; poor verbal communication skills)</i>

* Rating based on your assessment of candidate skills where: 1 = Excellent 2 = Acceptable 3 = Unacceptable

STEP 2: Date of Process _____ Type of Process _____

Skills Assessed: _____

Interviewer(s) Name(s): _____

Candidate Name	Rating *	Notes

STEP 3: Date of Process _____ Type of Process _____

Skills Assessed: _____

Interviewer(s) Name(s): _____

Candidate Name	Rating *	Notes

Please insert additional steps and associated information, if applicable.

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Hiring Recommendation

I am attaching a completed UCAR Application for Employment for my final candidate(s). Based upon the preceding documentation we wish to make the following job offer:

Candidate Name _____

Start Date _____ Pay \$ _____ per _____ Annual \$ _____
(hourly for non-exempt, monthly for exempt)

If this candidate declines the position, we would like to offer the job to:

Candidate Name _____

Start Date _____ Pay \$ _____ per _____ Annual \$ _____
(hourly for non-exempt, monthly for exempt)

Required Signatures:

_____/_____
Hiring Supervisor Signature Date Lab-Division/Program Director Signature Date

_____/_____
*Division/Program Administrator Signature Date *Division/Program Director Signature Date

*not required

Additional Information

- Relocation required for selected candidate(s) No Yes
- Visa required for selected candidate(s) No Yes
- Offer Letter to be completed by: Div/Program Human Resources
- Regret notification (no offer) to be completed by: Div/Program Human Resources
- Did any candidates decline an interview? No Yes - provide name(s):

Name

Reason Given

- Did any candidates fail to show up for the interview? No Yes

Name(s):

Please comment on the quality of the candidate pool and on how HR Staff may better meet your hiring needs: