CALIFORNIA STATE UNIVERSITY, NORTHRIDGE AUXILIARY - APPLICANT SELECTION AND DISPOSITION FORM

RECRUITMENT ID: _____ POSITION TITLE: ____

INSTRUCTIONS: Complete this form and secure the necessary signatures in order to recommend the appointment of a candidate. Upon completion, this form should be forwarded to the Office of Human Resources. In Section A, Applicant Selection, list all applicants called for interview and supply a brief statement regarding the reason for selection/non-selection. Interviewed applicants should be listed in the order of their eligibility for appointment. In Section B, Appointment Information, please provide information as requested. <u>This selection mendation will not be processed unless it contains the authorizing signature of an MPP supervisor or manager, or a department chair</u>. The appropriate signature should be provided in Section C.

SECTION A – APPLICANT SELECTION

1. List names of committee members:

2. Listing of applicants contacted for interview (include those even if not actually interviewed):

Rank Order	Applicant's Name	Brief Reason for Selection	Date References Checked
2			
3			

Rank Order	Applicant's Name	Brief Reason for Non-Selection	Date References Checked
4			Х
5			Х
6			Х
7			Х

Check here if additional interviewees are listed on page 2.

SECTION B – APPOINTMENT INFORMATION

1. Desired appointment effective date:

2. Salary offer: Begin salary negotiations at \$ _____. Do not exceed \$ _____.

3. Selected candidates below the first ranked will not be contacted without prior consultation with the employing department.

SECTION C - APPROVALS

1. Employing Department: Authorization may only be granted by an MPP employee or department chair.

Print/Type Name	Signature	Date
2. Additional Approval (if required)		
Print/Type Name of Director/Dean/MAR/Vice President 3. Office of Human Resources	Signature	Date
Print/Type Name	Signature	Date

Rank Order	Applicant's Name	Brief Reason for Non-Selection	Date References Checked
8			Х
9			Х
10			Х
11			Х
12			Х
13			Х
14			Х
15			Х
16			Х
17			Х
18			Х
19			Х
20			Х
21			Х

2. Listing of interviewed applicants: (Continued)