



University Auxiliary Services

California State University, Los Angeles

University Auxiliary Services, Inc.

## **SELECTION/HIRE AUTHORIZATION FORM** **INSTRUCTIONS**

UAS requires all applicants to be evaluated based on job related criteria.\*

1. Upon completion of the interviews, please complete this form
2. Calculate the average rating for each candidate.
3. Conduct all reference checks on the top rated candidates using a "Reference Check Form". Please note a reference check form is required for each reference provided on the application.
4. Submit the following forms to UAS HR:
  - a. Selection/Hire Authorization Form
  - b. All applications reviewed
  - c. All Resumes reviewed
  - d. Reference Check Forms (at least 3)

UAS HR will contact you and the selected candidate, once all appropriate documents have been received. Upon selected candidate's acceptance a copy of the last page of this form will be sent to you.

\* When hiring CSULA students and individuals pre-defined in a grant, or emergency Hires you may skip section 1. (Please see the Staffing manual for types of hire)



University Auxiliary Services  
 California State University, Los Angeles  
 University Auxiliary Services, Inc.

## SELECTION/HIRE AUTHORIZATION FORM

**Section 1** - Select one:  CORPORATE     AGENCY     CONTRACTS & GRANTS  
 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.**

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

### Section 2 - Candidate Selection

1<sup>st</sup> choice \_\_\_\_\_  
 2nd choice \_\_\_\_\_  
 3rd choice \_\_\_\_\_

**Amount willing to offer:** (must be within the range stated on Staffing Requisition 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

### Section 4- This Section to be Completed by UAS HR after Candidate Acceptance

Last Name, First Name, Middle Initial	Start Date	End Date (Project)
---------------------------------------	------------	--------------------

Job Title	Classification	Accepted Rate (must be within range) \$ _____ Per _____
-----------	----------------	--

Home Address (City, State, Zip)

Home phone (area code & number)	Alternate phone (area code & number)
---------------------------------	--------------------------------------

Name/phone ext. of direct supervisor	Department
--------------------------------------	------------

Status (must match the Staffing Requisition Form) <input type="checkbox"/> Full-time 100% <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time 50% <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Other _____%	Type <input type="checkbox"/> Emergency Hire <input type="checkbox"/> Student <input type="checkbox"/> International <input type="checkbox"/> On-Call/Seasonal <input type="checkbox"/> Senior Management
---	--

Work Schedule	Benefits <input type="checkbox"/> Full <input type="checkbox"/> Partial
---------------	---

Chart of accounts (Must match Staffing Requisition Form)				
Account	Fund	Organization	Program	Project ID

HR Director Authorizations	Date
----------------------------	------

<input type="checkbox"/> Entered on system <input type="checkbox"/> Fringe benefits offered <input type="checkbox"/> Offer Letter Sent <input type="checkbox"/> Copy sent to C&G <input type="checkbox"/> Copy to Mgr. <input type="checkbox"/> Visa Log updated	Date:	By:
---	-------	-----