

# OFFICE OF INSTITUTIONAL EQUITY



# HIREAPPROVAL

## **REQUIREMENTS**



USE RELEVANT, OBJECTIVE, NON-COMPARATIVE, DEMONSTRABLE,
QUALIFICATION-BASED REASONS
ONLY.

#### PRELIMINARY OFFER DECIDED

4-5 **DETAILED** AND **SPECIFIC** SENTENCES EXPLAINING HOW AND WHY THE CANDIDATE IS SELECTED FOR HIRE.





### **REJECTED**

2-3 **DETAILED** AND **SPECIFIC** SENTENCES
EXPLAINING HOW AND WHY THE CANDIDATE
IS NOT OFFERED THE POSITION AT THIS TIME.

## **SUBMIT FOR APPROVAL**



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