



Classified Recruitment

Search Summary and Wage Request

SEARCH SUMMARY

<i>Department Name:</i>		<i>Position Title:</i>	
<i>Position Number:</i>		<i>Announcement number:</i>	
<i>Search Chair:</i>		<i>Phone Number:</i>	

1. Number of applications for this position: _____
2. Utilizing the applicant screening matrix, each applicant was rated against the selection criteria indicated on the vacancy announcement. The following met the criteria to a sufficient degree and were invited to interview (insert additional lines if needed):

_____	_____
_____	_____
_____	_____

3. Did all individuals listed above accept interviews and were interviewed? Yes: _____ No: _____
4. If no, please list individuals who declined an interview or who are not being considered further and the reason:
5. Summary of interview results:

Name of final candidate you wish to extend offer of employment to:

Please describe the qualifications, experience, skills, abilities and training the final candidate possesses , relevant to the vacancy announcement, that led to the committee's hiring decision:

Example:

Mr/s. Candidate 1 has 5 years administrative experience in a fast-paced customer service environment at Company ABC. Administrative experience included first point of contact as receptionist, answering a 20-line phone, coordinating meeting arrangements for a staff of 20, filing, and miscellaneous administrative type duties. S/He demonstrated excellent computer skills through formatting of the application and the skills test which included an Excel spreadsheet and composing a letter to an irate customer. Customer Service experience was strongly relevant to this position.

Mr/s. Candidate 2 is qualified, but not selected.

Mr/s. Candidate 3 is not qualified.

Two reference checks were conducted as follows:

Candidate Name:	
Reference Name:	
Comments:	
Reference Name:	
Comments:	

6. Please provide the following:

Final Candidate Name	Address	Email

WAGE REQUEST

1. Based on the final candidate's qualifications provided in the search summary, please indicate the salary-rate you wish to offer the final candidate.

This is an MSU employee. HR will verify current wage to determine rate of pay for this position. ***Please skip all questions below.***

\$ _____/hr This rate is the entry-low rate for the position title. ***Please skip questions 2 – 5 and proceed to signatures.***

\$ _____/hr This rate is within the established entry-low to entry-high range for the title. ***Please complete questions 2 - 5 below.***

\$ _____/hr This rate is above the established entry-high rate for the title. ***Please skip questions 2 – 5 below and complete the attached strategic pay request.***

2. Describe the recruitment and retention problems associated with this position:

3. Please describe the results of your departmental internal equity review (list other employees in the same title and current wage):

4. Does the candidate possess ‘demonstrably greater qualifications’ than the lowest paid employee in the same job title in your department (please note, HR will conduct a similar campus-wide review of all employees in the same job title). If yes, please describe:

5. Will this request result in the final candidate being offered a higher wage than any other employee in the department in the same title, or performing similar work? If yes, please explain:

Please note: The office of Human Resources will conduct a ***campus-wide*** salary review of all employees within the same job title to ensure campus-wide equity in addition to department equity. Results of the campus-wide salary review may impact the final wage approved.

AUTHORIZING SIGNATURES (For wage requests within the established range for the position title)

I have read the above information and request approval to hire the recommended candidate at the rate indicated above.

Hiring Authority Name *(please print)*

Hiring Authority Signature Date

I have reviewed the above information and have given the hiring authority approval to extend the offer of employment as listed above.

Personnel Officer Name *(please print)*

Personnel Officer Signature Date