**Selection Documentation Form**

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| **General Information** |
| **Job Title:**  | **Department:** |
| **Hiring Manager:** | **Date of Posting:**  |
| **Requisition Number:** |
| **Scope of Candidates:** | [ ]  **USM Internal** | [ ]  **Department Internal** | [ ]  **External** |

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| --- |
| [ ]  **Search Committee Members** [ ]  **Interview Committee Members** [ ]  **No Committee**  |
| **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |
| **6.** |
| **7.** |
| **Committee Chair:** |

**Results of On-site Interviews**

|  |  |
| --- | --- |
| **Candidate(s) Hired:** | **Reason(s)** |
|  |  |

|  |  |
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| **Candidate(s) Not Hired:** | **Reason(s)** |
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| **Additional Notes:** |

**Prepared by: Date:**