



Questions for Request to Advertise Jobs and Request to Hire Applicants

Hiring Manager: _____

Hiring Department: _____

Job Title: _____

Budgeted Position Funding Amount: _____

Section 1

Questions for Request to Advertise:

1. Was the position included as a reduction in the CAR or other report?
2. Does the department have the funds and the position number to hire for the position?

Section 2

Questions for Requests to Hire:

Selected Candidate: _____

Proposed Salary: _____

Basis for the Proposed Salary:

Internal Candidate

External Candidate

Section 2

Questions for Requests to Hire Continued:

1. How many applicants were in the pool of candidates for this job?
2. How many applicants were invited to interview?
3. How many applicants were interviewed?
4. Describe why the candidate chosen is as qualified, or more qualified, than the other candidates in the pool?
5. If the selected candidate is not as qualified as the other candidates, explain why they were chosen over the other candidates.
6. If the candidate was chosen for special qualifications not reported by other candidates, were those qualifications listed as preferred qualifications for the job?
7. If the chosen candidate has preferred qualifications above the minimum, please list those preferred qualifications.

Section 3

Questions for Requests to Hire for current ASU employee:

1. What is the current position and department at ASU?
2. How long has the employee been in the current position? (must be in the current position for at least 6 months)

Section 4

Questions for Requests to Hire for former ASU employee:

1. Did the candidate leave the institution in good standing? (i.e., the employee's file is absent of documented performance challenges, suspensions, derogatory investigations, etc.)
2. Is the candidate recommended for rehire?
3. References are required for all professional hires. Send the written reference with this form. (if the candidate was a former employee, the last supervisor must provide a reference).
4. What was the last position and salary at ASU?
5. Did the candidate separate from the institution through a RIF or other institution-initiated separation?

Important Note: The questions above are not intended to give any candidate more or less credit for employment, but they are critical to hiring the most qualified candidate for the position.