

HUMAN RESOURCE SERVICES

Marshall University
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
Phone 304.696.6455, FAX 304.696.6844, E-mail human-resources@marshall.edu

PAGE ___ OF ___

CANDIDATE DISPOSITION FORM

INSTRUCTIONS: This form is to be completed by the hiring supervisor to request approval to hire a specific individual following recruiting. This form is to be accompanied by completed Interview Rating Form(s). Completed forms should be sent in a sealed envelope to Human Resource Services at the above address. In addition to requesting approval to hire, this form also requires a brief comment on the reason(s) for not recommending for hire any other individuals who were interviewed. If more individuals were interviewed than space below allows, attach additional forms. The top portion of the form (PART 1) needs to be completed only on the first page of multi-page sets. Indicate the page number in the block above for any multi-page requests. For questions or assistance with the completion of this form, please contact Human Resource Services at the above address.

PART 1 – RECOMMENDATION FOR HIRE

Position Title		Search No.	
Name of Person Recommended for Hire			
Comments			

PART 2 – DISPOSITION OF OTHER CANDIDATES INTERVIEWED

Name			
Comments			
Name			
Comments			
Name			
Comments			
Name			
Comments			
Name			
Comments			

Recommended by Hiring Supervisor

Printed Name		Date	
Signature			

Approved by Director, Equity Programs

Signature		Date	
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DISTRIBUTION: Original to Human Resource Services. Hiring supervisor retain one copy.