

Merit Search and Selection Summary

HRS Use Only
RTF #: _____

In compliance with the employment procedures of the University of Northern Iowa,
 _____ is recommended for appointment as a/an
 Name of Applicant

_____ in _____
 Name of Position Name of Department

References have been checked on recommended interviewees? Yes

List names of applicants interviewed:

Provide the reasons for your selection:

Provide the reasons for non-selection for each of the remaining applicants interviewed:
 If you require additional space, please attach a separate sheet.

Signify approval by signing in designated order:

Director or Department Head	Date
Dean (if applicable)	Date
Vice President or President	Date
Human Resource Services	Date

Please complete and route this form for approval. Upon Human Resource Services approval, the HRS Merit Employment Coordinator will notify the hiring department with instructions for proceeding.