**Central Michigan University - Posting Justification Document**

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| **Department Name -** |  |  | **Date -** |  |
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| **Recommendation for the Position of -** |  |

This document must be completed by the Hiring Manager prior to Recommending a candidate to be hired. Please complete each of the sections below and upload this document to the Documents page within the posting as the Staff - Justification Document.

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| ***Search Committee Information*** |
| Name(s) and Title(s)of Search CommitteeMembers |  |

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| ***Candidate Information*** |
| List below the Candidates that were Interviewed but Not Selected (not hired) - include information regarding candidate's skills, knowledge, and abilities demonstrated during the interview process. Additionally, include at least one reason each candidate was not selected as the final candidate (i.e., interpersonal skills were not demonstrated during interview, type of experience is not applicable, etc). |
| Name(s) of Candidates selected for Interview but Not Hired |  |

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| ***Recommended Candidate Information*** |
| List below the Recommended Candidates' information regarding skills, knowledge, and abilities demonstrated during the interview process. Additionally, include information on what set them apart from other candidates (i.e., superior knowledge, significant experience in higher education, etc). For positions that have supervisory responsibility, please document how you believe the individual demonstrated competency aligned with **CMU’s Leadership Standards**. |
| Recommended CandidateInformation |  |

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| ***Reference Information*** |
| Name(s), Title(s) and Organization(s) of References Contacted |  |