

Hire Date _____
Salary Offered _____

**NORFOLK STATE UNIVERSITY
RECORD OF INTERVIEW/SELECTION FORM**

The purpose of this form is to ensure compliance with the Department of Human Resource Management and the University's objective to utilize an efficient and consistent hiring process that promotes equal employment opportunity. All aspects of personnel management and employment practices will be conducted without regard to race, color, religion, sex, age, national origin, disability, or political affiliation (except where a bona fide occupational qualification regarding a particular position applies). Norfolk State University is an Equal Opportunity/Affirmative Action Employer.

PROCEDURES FOR RECORD OF INTERVIEW/SELECTION FORM

Please complete this form and include all applicants interviewed. It is important that the responses to the "Selected" or "Not Selected" decision be detailed and explicit. Answers such as "A better candidate was selected - A more qualified candidate was selected" are not acceptable.

Upon completion of the interviewing process, the Record of Interview/Selection Form must be submitted to the Human Resources Office with the interview package in a sealed envelope. Interviewers/Supervisors are not authorized to make employment offers.

Interviewed by _____ Role Title _____ Full/Part-time _____

Department _____ Supervisor _____ Charge Code _____

Replaces _____ Accepted Salary \$ _____ Effective Date _____

Attach Copy - Reference Verification

SELECTED

1) Name of applicant: _____ Date & Time: _____

Attributes which caused you to select this person _____

PAY FACTORS

(Applicable to Classified and Wage positions only)

Please check which Pay Factors contributed to your Selection and/or Salary Recommendation.

- Agency Business Need
- Duties and Responsibilities
- Performance
- Work Experience and Education
- Knowledge, Skills, Abilities and Competencies
- Training, Certification and License
- Internal Salary Alignment
- Market Availability
- Salary Reference Data
- Total Compensation
- Budget Implications
- Long-Term Impact
- Current Salary

Descriptions of the Pay Factors are included in the manual. Managers should think about which factors are most applicable for each particular situation, but all factors must be considered. Consideration of the factors should occur before any discussion with an employee or applicant takes place.

SELECTION APPROVAL

Signature _____
Supervisor/Dept. Head/Chairperson

Date _____

Signature _____
Approval Vice President (Faculty only)

Date _____

NOT SELECTED

Please Indicate Your Second Choice if Applicable

2) Name of applicant: _____ Date & Time: _____

Reason(s) _____

3) Name of applicant: _____ Date & Time: _____

Reason(s) _____

4) Name of applicant: _____ Date & Time: _____

Reason(s) _____

5) Name of applicant: _____ Date & Time: _____

Reason(s) _____

Special note: If you have additional candidates, attach another Record of Interview/Selection Form.

Signature _____ Date _____
Supervisor/Dept. Head/Chairperson

Signature _____ Date _____
Appropriate Vice President (Faculty only)