

# Job Offer Worksheet

Position Title: _____	Banner Position Number: _____
Department/org: _____	Posting Number: _____
Name of Person(s) Completing Form: _____	Date: _____

Please Extend Offer to: _____	Current Employee? Yes	No
Three Required References Checked? Yes	No	
Second Choice (if applicable) : _____	Current Employee? Yes	No
Requested Start Date: _____	Salary: _____	

**Non-selected Candidates' Names and Reason for None Selection (Please list all names):**

Please use 2 pages, if needed.

Candidate Name:	Reason for Non-selection:

I hereby certify that the recruitment effort followed University Equal Employment Opportunity/Affirmative Action Policy. Race, color, creed, sex, national origin, veteran status, or disability was not considered among the factors which led to the choice of the person selected to fill position. Additionally, I affirm that adequate reference checks have been conducted regarding the professional qualifications and credentials of the applicant.