

MARS HILL UNIVERSITY
Candidate Selection Process

SELECTION INFORMATION

Position _____ Department _____

Candidate Name _____

Verbal Offer Made That Candidate Has Accepted:

Salary or Hourly Rate

Additional Notes:

Is this in line with approved Employment Requisition Form?

Desired Start Date? _____

OFFICE INFORMATION

Will this hire have an office space

Office Telephone Number _____

PO Box Number _____

Office Location and # _____

Approval Signature:

Date:

*Please return completed document to buffy_fowler@mhu.edu in Human Resources.