

University of Wisconsin-Stout  
**ES4: Hiring Recommendation**  
Results of Cut Tool 5

- The **ES4** form is used to help maintain the record of recruitment at UW-Stout
- This form and supporting records are to be kept for a minimum of seven years plus the current year
- This form lists all applicants selected for on campus interviews (per ES3)
- Form must be completed and signed prior to an offer being made

Position Title \_\_\_\_\_

Department \_\_\_\_\_

1. List **all applicants** (*alphabetically*) who were selected to be interviewed on campus.
2. Attach a comparative analysis of the finalists, including the relative strengths and weaknesses of each candidate as they relate to the selection criteria as described in the position description and evaluations made by the committee. For those not being forwarded indicate reasons for non-selection (see page 2).
3. Forward the memo to the dean/director, along with the completed ES4 and files of all candidates who were selected for campus interview.

\*Reasons for non-selection (page 2)


**Please Note:**

If an offer is declined, contact the Dean's Director's Office and the Affirmative Action Office prior to making another offer.

\_\_\_\_\_  
Chair/Director Date

\_\_\_\_\_  
Dean/Supervisor Date

\_\_\_\_\_  
Division Administrator Date

\_\_\_\_\_  
Affirmative Action Officer Date

\_\_\_\_\_  
Chancellor Date

### **Reasons for non-selection of applicant**

#### **Candidate's Choice**

- A1 Would not relocate
- A2 Accepted another job
- A3 Offered position but declines
- A4 Asked not to be considered
- A5 Accepted another position within the university
- A6 Not available for interview
- A7 Candidate requires higher salary than authorized
- A8 Not available for employment as needed
- A9 See other explanation attached

#### **Qualifications**

- B1 Candidate selected had more teaching or other relevant experience
- B2 Candidate selected had more publications or publications related to position/dept.
- B3 Candidate selected showed more evidence of scholarly activity
- B4 Candidate selected showed more evidence of professional and public service
- B5 Candidate may be considered for the position if the first choice declines
- B6 Candidate selected had more managerial or administrative experience
- B7 See other explanation attached

#### **Results of Interview**

- C1 Interview revealed that candidate was not interested in the nature of professional assignments required in position
- C2 Interview and/or seminar/lecture demonstrated a communication problem
- C3 Seminar/lecture failed to demonstrate scholarly substance
- C4 See other explanation attached

#### **Other**

- D1 (Attach memo)