

# THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

## HUMAN RESOURCE SERVICES – STAFFING AND COMPENSATION SERVICES DIVISION RECRUITMENT DISPOSITION FORM FOR A SELECTED CANDIDATE

**Instructions:** This form must be completed and submitted for the candidate who is selected for the posted position at the conclusion of the recruitment cycle. Once completed, attach this form to the front of the selected candidate's resume, application, and telephone reference check forms, and submit the package to the Human Resource Services Staffing and Compensation Services Division team member who served as the recruiter for this position. **NOTE:** If the selected candidate is currently a GW employee (excluding wage employees), the telephone reference check form(s) are optional.

Last Name of Individual: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Requisition Number: \_\_\_\_\_ Position Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Banner Index: \_\_\_\_\_

<b>Request for Hire</b>	<b>Proposed Salary:</b> \$ _____	<b>Note:</b> Attach an explanation to this form if the requested salary represents an exception to policy, i.e., hire over the grade maximum, a lateral transfer with a salary increase, a demotion with a salary increase or a demotion with no change in salary.	
	<b>Proposed Start Date:</b> _____		
	<b>Is this action consistent with salaries paid to other departmental employees of comparable skills, education and experience?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> *If no, attach explanation.	
	<b>Are sufficient funds budgeted for this action?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
	<b>Are the required two reference check forms for an external candidate attached</b> (note: reference checks are optional for internal candidates)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Extension of Job Offer</b>	<b>After HRS has reviewed and approved the hire, who will extend the job offer?</b>	<input type="checkbox"/> <b>Department</b> <input type="checkbox"/> <b>HRS (Staffing and Compensation Services)</b>	
<b>Signature Approval</b>	<b>Departmental Approval By:</b> _____	_____ <i>Signature</i>	<b>Date:</b> _____
	<b>Authorizing Official:</b> _____	_____ <i>Signature</i>	<b>Date:</b> _____
	<b>HRS Approval by:</b> _____	_____ <i>Signature</i>	<b>Date:</b> _____

-----Do not write below this line: SCS use only -----

<b>Date RDF Request for Hire Received in SCS:</b>	<b>Date:</b> _____
<b>Date RDF Request for Hire Reviewed in SCS:</b>	<b>Date:</b> _____
<b>Date SCS Notified Department of the Outcome of the Review:</b>	<b>Date:</b> _____