University of Wisconsin-Stevens Point

Finalist Appraisal Form (FAF)

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| **POSITION TITLE**: | **POSITION/TAM** #: |

List below the names of all finalists in alphabetical order (last name first). **All applicants listed on the “Interview Request Form (IRF)” must be listed on this form.** Analysis of finalists should be focused on the essential job functions listed on position announcement. There should be **NO RANK ORDER**. Comments concerning appearance of finalists or statements regarding personal characteristics (e.g., “was outgoing” or “was pleasant”) are not appropriate.

**This form must be submitted and approved before employment offer is made.**

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| **Name (Last, First)** | **Date of Interview** | **Brief Rationale**  ***Would you recommend the applicant for hire? Yes or No?***  ***Why or why not?*** |
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| **SIGNATURE APPROVAL (Route via DocuSign):** |
| Dean/Director  Date |

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| **HR Use Only:** |
| HR Director  Date |

DocuSign Routing

1 – Dean/Director – “Needs to sign” and date (make sure to follow College or Division approval processes)

2 – hr@uwsp.edu – “Receives a copy”

Revised: 09/29/22