

**UK HOSPITAL EMPLOYMENT**  
**(CSF #2 Recruit, Develop & Retain Highly Competent Staff)**

**Instructions:**

- Please attach this form to **ALL PARS** when filling a vacant position and return to Payroll.
- For all regular full or half time hires only questions # 1 and # 2 must be completed.

Please complete the following information regarding the position to be filled:

1)

Department	Account Number	Position Job Title	Position Number	Date Filled
	8-			

2) Please answer the following information regarding the **top two** candidates. **Note:** If “Candidate A” accepted the position you do not need to complete the information on “Candidate B.”

- **Candidate A:** Accepted Offer \_\_\_\_\_ Rejected Offer \_\_\_\_\_
- **Candidate B:** Accepted Offer \_\_\_\_\_ Rejected Offer \_\_\_\_\_
- Please check the reason/reasons the candidate rejected the offer. Mark all that apply:
  - Responsibilities \_\_\_\_\_
  - Salary \_\_\_\_\_
  - Hours \_\_\_\_\_
  - Other \_\_\_\_\_

3) Other Data:

- \_\_\_\_\_ Number of referrals
- \_\_\_\_\_ Number of interviews
- \_\_\_\_\_ Number of times the position was posted
- \_\_\_\_\_ Rate the overall quality of the applicant. Pool on a scale of 1-5 (5 being the highest)
- Other Comments:

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