



University Corporation at Monterey Bay SELECTED CANDIDATE NARRATIVE

Please complete this form to initiate a contingent offer of employment. Send completed form to hr_corporation@csumb.edu.

OFFER DETAILS – TO BE COMPLETED BY HIRING DEPARTMENT

Date of Request	Department	Position
Candidate's Name	Desired Start Date • 1st or 16th of the month for salaried positions. • Allow at least two weeks for background check and onboarding.	
Is LiveScan fingerprinting required by your department?	SHRL only: Is a non-employee resident background check required?	

COMPENSATION

[Guide to Determining Salary](#)

Indicate the salary range from the job [posting](#):

Desired starting salary (must fall within the posted range): _____ per

Relocation Allowance?

If yes, please refer to the table of maximum reimbursement amounts [here](#) and indicate the amount to be reimbursed: \$

Cell Phone Allowance? (\$45 per month, paid semi-monthly.) *Note: this must be approved by HR.*

RATIONALE

This candidate was determined to be best qualified for the following reasons:

Before this recruitment can be closed, please upload all recruitment documents to your designated Drive.

APPROVALS

Hiring Manager	Date
Manager/Supervisor (if different than hiring manager)	Date
Dean/Director	Date
HR	Date