



## University Corporation at Monterey Bay SELECTED CANDIDATE NARRATIVE

Please complete this form to initiate a contingent offer of employment. Please send completed forms to [hr\\_corporation@csumb.edu](mailto:hr_corporation@csumb.edu). Please direct any questions to University Corporation Human Resources.

### OFFER DETAILS – TO BE COMPLETED BY HIRING DEPARTMENT

Date of Request	Department	Position
Candidate's Name	Desired Start Date	Desired Salary per
Relocation Allowance?	If yes, please indicate <a href="#">amount</a>	Salary Resources: <a href="#">12-Grade Salary Structure</a> <a href="#">Guide to Determining Salary</a>

### RATIONALE

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

### APPROVALS

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