

**SUPPORT STAFF
VACANCY SUMMARY FORM**

Department: _____

Position Title: _____

NOV Number (Job #) _____

Desired Qualifications: _____

Interviewer(s): _____

Selected Candidate: _____

Suggested Hire Date: _____

Reason Hired/Qualifications: _____

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CANDIDATE NAME	DATE INTERVIEWED	REASON NOT HIRED
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HIRING OFFICIAL: _____ DATE: _____
(Authorizing Signature)