

**Upstate Medical University
Office of Diversity and Inclusion**

JUSTIFICATION/EXPLANATION REPORT:

F-1 #: _____ Name of Person Selected: _____

Prepared by: _____
Name/Date

1. Please provide an explanation of why the candidate you selected was chosen over other qualified candidates. (i.e. What skills/education and/or experience does the selected candidate have that the others did not. Please include the names of all applicants that were interviewed and/or contacted for an interview if they have not been coded on the system.)
