

Document Type Information

Position Questionnaire - If requesting a new position title in department, please attach a Position Questionnaire.

Job Description - Attach a full Job Description if available.

Cover Memo - Attach a cover memo describing any special circumstances regarding your position that Human Resources would need to process your F1 (Optional).

Advertisement - If requesting an advertisement, please attach here.

Interview Questions - Please attach interview questions for the position.

Interview Evaluation - Please attach the tool used to rate/evaluate all candidates who were interviewed for this position.

Justification - Please explain why the recommended candidate was selected in comparison to the other qualified candidates.

References - Please attach the results of the references that were checked for the final candidate.