



3. If the proposed candidate is hired, do you see a need to change and/or update the Job Description (JD) on file in Human Resources? If not, please explain:

\_\_\_\_\_  
Hiring Manager/Supervisor & Date

\_\_\_\_\_  
Dean of College/Department Head and Date

\_\_\_\_\_  
Divisional VP/Provost & Date

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
Executive Director of Human  
Resources

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Not Approved