

Candidate Selection Form

POSITION TITLE Administrative Assistant DEPARTMENT Finance

NEW POSITION _____ VACANCY X RECLASS _____ # OF APPLICANTS: 37

FT X PT _____ EXEMPT _____ NONEXEMPT X

Reason for opening:
Vacancy
Justification to fill:
Existing position; short-staffed without this position filled
Top three responsibilities for position:
1. Shared counter/phone interactions with customer; 2. Mail services; 3. Meetings management

CANDIDATE NAME: Rebecca (Becky) Wegner

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:	10/10/2022	Grade	F	Step	3	Hourly Rate	\$20.36
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FIRST ALTERNATE: None

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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SECOND ALTERNATE: None

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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Approved Yes _____ No _____