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**Employment Services**

**Pre-Offer Summary for Merit Staff**

(To be completed only if **any** veteran is interviewed and **not** selected)

|  |  |  |
| --- | --- | --- |
| **Position Title:**       | **Department Name:**  |       |
| **Requisition #:**       | **Org/Dept #:**  |       |

* Using the pre-determined selection criteria for the position, please provide a brief statement supporting how the preferred candidate exceeded the qualifications of **each** veteran interviewed.

|  |  |
| --- | --- |
| **Preferred Candidate Name:**        | **Identified as a veteran:** Yes     No    |

**Preferred Candidate Statement:**

**Summary of veteran(s) interviewed:**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Summary** |
| **1)** |       |       |
| **2)** |       |       |
| **3)** |       |       |
| **4)** |       |       |
| **5)** |       |       |

**Form last updated 1/13/2011**