

Name of Appointee \_\_\_\_\_  
 Date of Interview \_\_\_\_\_  
 Date of Selection Decision \_\_\_\_\_  
 Beginning Employment Date \_\_\_\_\_  
 Grade/Step/Rate \_\_\_\_\_  
 Position Number \_\_\_\_\_

CLASSIFIED STAFF RECRUITMENT RECORD

Position Title \_\_\_\_\_ Position: \_\_\_\_\_ New \_\_\_\_\_ Existing

Name of Last Incumbent \_\_\_\_\_ Salary \_\_\_\_\_

Total Number of Applicants Screened for Position: \_\_\_\_\_ Women: \_\_\_\_\_ Minorities: \_\_\_\_\_

Total Number of Applicants Interviewed: \_\_\_\_\_ Women: \_\_\_\_\_ Minorities: \_\_\_\_\_

<u>Interviewee</u>	<u>Reason for Elimination</u>	<u>Referral Source</u>	<u>Interview Date</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

\* If additional space is needed, attach second sheet

Advertising of Vacancy

Advertisement Period: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Places advertised (List publications):

Other advertising or contacts used (e.g. minority and female organizations):

Disposition

Woman hired: \_\_\_\_\_

Minority hired: \_\_\_\_\_

If there were women who applied, yet none screened or interviewed, give specific reasons for the elimination (attach separate sheet for explanation, if necessary).

If members of minority groups applied, but were neither screened nor interviewed, give specific reasons for their elimination.

If women or members of minority groups were interviewed but not selected, please give specific reason for rejection.

_____	_____	_____
Department/Unit	Date	Person(s) Responsible for Screening and Interviewing the Candidates

_____	_____	_____
Department/Unit	Date	Chairperson, Dean, Director or Supervisor Responsible for Hiring