

## Staff Hiring Activity Record

Position Title: \_\_\_\_\_ Date of posting: \_\_\_\_\_

Department: \_\_\_\_\_ Salary: \_\_\_\_\_

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ New position: \_\_\_\_\_ Replacing: \_\_\_\_\_

Candidate Selected: \_\_\_\_\_ Appointment date: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ External: \_\_\_\_\_ Internal: \_\_\_\_\_ Part-time employee: \_\_\_\_\_

Number of search committee members that are:

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Minority: \_\_\_\_\_ Veteran: \_\_\_\_\_ Disabled: \_\_\_\_\_

Identify all agencies and individuals contacted for referrals and all publications in which the position was advertised. List special efforts to recruit women and/or minorities.

Name	Date	Type of contact
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Please list all candidates interviewed in person, by telephone, conference, etc.

Candidates Name	Field/Degree	Date/type of interview
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Names of ALL candidates who submitted a resume/application and explanations of why they were not selected. Make specific comparisons of the applicants not selected to the selected candidate. If not qualified, please state why. Use separate sheet if necessary.

Hiring Department approval: \_\_\_\_\_

Affirmative Action approval: \_\_\_\_\_

Human Resources approval: \_\_\_\_\_

For further help please refer to the Hiring Guide or <http://www.admin.mtu.edu/aao/aapro.htm#SHAR>

Revised: Nov 2004