

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: _____