



**Recruitment/Appointment Record
For Non-Academic Personnel
(Confidential)**

This form must be fully completed before any formal offer of employment will be made. All offers of employment for non-academic positions must be made by the Office of Human Resources.

APPOINTMENT SUMMARY

Position Title: _____

School (if pertinent); _____ Department _____

Appointment Definition:

1. New or Replacement; if replacement, for whom _____
2. Permanent or Temporary; if temporary, termination date _____
3. Full-time or Part-time; if part-time, time base fraction _____

Appointment Recommendation:

1. Candidate recommended: _____
(Appointment will be at minimum of salary range unless President's approval is granted.)
2. Proposed effective date of appointment: _____

AFFIRMATIVE ACTION RECORD

Statistical and Technical Data:

1. Advertisement process: *(program must allow a 14 calendar day minimum application period)*

Date(s)

- a. Position announcement distributed _____
- b. Newspaper advertisement(s) _____
Which papers? _____
- c. Professional or trade journal advertisement(s) _____
Which journals? _____
- d. Other recruitment techniques _____
Describe _____

2. Applicant cross section: (from applicant flow data)

ETHNICITY	MALES	FEMALES	GENDER UNKNOWN	TOTALS
Hispanic/Latino				
American Indian/Alaska Native				
Asian				
Black/African American				
Native Hawaiian/Other Pacific Islander				
White				
Unknown/Not Specified				
TOTALS				

FOR HUMAN RESOURCES USE ONLY

Name: _____

Start Date: _____

FT PT INT up to ____ hrs/wk

PERM TEMP Salary \$ _____

Probation Period: _____

Benefits: Yes ___ No ___ Cont. ___

PeopleSoft Position # _____

Accepted Date: _____

Physical: _____

cc: _____

Special Instructions: _____

3. Evaluation process:

- a. Qualifications Appraisal Board membership _____

- b. Process outline _____

(Process must be consistent with Equal Employment Opportunity Plan and with job announcement.)

4. Candidates recommended by Qualification Appraisal Board:

Name(s)

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____

Brief explanation of why the candidate proposed is best qualified:

CERTIFICATIONS AND APPROVALS

1. Recruitment of the finalists for this position has been in accordance with the Equal Employment Opportunity Plan.

 (Chair, Qualifications Appraisal Board) (Date)

2. Selection of the recommended appointee has been in accord with the Equal Employment Opportunity Plan.

 (Department Head) (Date)

3. The recommended appointment has been subject to our personal review and has our concurrence. It is in accord with the Equal Employment Opportunity Plan.

 (Dean, Division Head) (Date) (Cabinet Officer) (Date)

4. The recommended appointment has been reviewed and _____ consistent with the Equal Employment Opportunity Plan.
is/is not

Comments: _____

 (Equal Employment Opportunity Coordinator) (Date)

5. Appointment cleared Appointment not cleared

 (Director of Human Resources) (Date)