



**REQUEST TO HIRE PERSONNEL**

Appointee Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Grant/Project Title \_\_\_\_\_

Project \_\_\_\_\_ Award \_\_\_\_\_ Task \_\_\_\_\_

Position: Local Title \_\_\_\_\_

Research Foundation Title (if different) \_\_\_\_\_

Grade \_\_\_\_\_ Salary \_\_\_\_\_ Appointment Date \_\_\_\_\_

Appointment Type (check appropriate item):

\_\_\_\_\_ Full-Time    \_\_\_\_\_ Part-Time    \_\_\_\_\_ Temporary    If Part-Time, what percent \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures

Project Director \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Designee \_\_\_\_\_ Date \_\_\_\_\_

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**NOTE:** Resume/Vitae must accompany this form.

**Please complete reverse side – Affirmative Action Report**

**AFFIRMATIVE ACTION REPORT**

Applicant Pool: To be completed by Search Committee Chair on the basis of information given by the applicants' vita and credentials submitted and the returned Affirmative Action Cards.

1. How Many Applications (completed) Were Received?

	White	Black	Hispanic	Asian	Native American	Unknown	Veteran	Total Applicants	Total Minority
Male									
Female									
Unknown									
Total									

Percent female: \_\_\_\_\_ Percent minority: \_\_\_\_\_

2. How Many Applicants Were Invited For An Interview?

	White	Black	Hispanic	Asian	Native American	Unknown	Veteran	Total Applicants	Total Minority
Male									
Female									
Unknown									
Total									

Percent female: \_\_\_\_\_ Percent minority: \_\_\_\_\_

3. Were Written Criteria Developed and Consistently Applied in the Screening Process? \_\_\_\_\_  
(Attach a copy of the evaluation form.)

4. Were Written Questions Developed and Consistently Asked in the Screening Process? \_\_\_\_\_  
(Attach a copy of the questions.)

5. How did the top candidates hear about the position?

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6. If a minority, female, or veteran was interviewed, but not selected, please provide rationale for this based upon the requirements of the position and criteria developed.

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7. Candidate hired:

Name	Gender	Race