



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 _____

Fiscal Designee _____ Date _____

Vice President _____ Date _____

Human Resources _____ Date _____

RSPO Use Only:

Budget Reviewed _____

NOTE: Resume/Vitae must accompany this form.

Please complete reverse side – Affirmative Action Report

AFFIRMATIVE ACTION REPORT

PART A: Project Director to complete only the highlighted box for total number of applicants and interviews and the name of the candidate hired.

Human Resources will complete all other statistics based on information provided on the Affirmative Action Forms.

1. How Many Applications (completed) Were Received?

	White	Black	Hispanic	Asian	American Indian	Native Hawaiian	2 or More	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	American Indian	Native Hawaiian	2 or More	Unknown	Veteran	Total Interviews	Total Minority
Male											
Female											
Unknown											
Total											

Percent female: _____ Percent minority: _____

3. Candidate hired:

Name	Gender	Race

PART B: Project Director to complete in its entirety.

1. Were Written Criteria Developed and Consistently Applied in the Screening Process? Yes No
(Attach a copy of the evaluation form.)

2. Were Written Questions Developed and Consistently Asked in the Screening Process? Yes No
(Attach a copy of the questions.)

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

4. For each finalist that was interviewed and not selected, please provide rationale for this based upon the requirements of the position and criteria developed.
