

**REQUEST TO HIRE
AFFIRMATIVE ACTION SUMMARY OF RECRUITMENT ACTIVITIES**

JOB TITLE: _____ POSTING Title: _____

DEPARTMENT: _____

SUPERVISOR/CONTACT PERSON: _____ PHONE #: _____ E-MAIL ADDRESS: _____

SELECTED CANDIDATE: _____ SALARY TO BE OFFERED: \$ _____ HOURLY/ANNUAL _____

DESIRED START DATE: _____

<p>SUMMARY OF ALL APPLICANTS:</p> <p>TOTAL # OF APPLICATIONS/RESUMES RECEIVED: _____ # QUALIFIED _____ # INTERVIEWED _____</p>
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SUMMARY OF APPLICANTS INTERVIEWED:
(PLEASE SEE ATTACHED LIST FOR ETHNIC CODES)

1. Rated Most Qualified by Search committee 2. Rated Second Most Qualified by Search Committee 3. Lacks preferred Quals. 4. Insufficient Experience
5. Lacks Interpersonal Skills 6. No Show for Interview 7. Declined Interview 8. Negative Reference 9. Declined Offer 10. Other-(please detail)

NAME OF APPLICANT	GENDER	ETHNIC GROUP	HIGHEST LEVEL OF EDUCATION/ DEGREE COMPLETED	MONTHS/YEARS OF RELATED EXPERIENCE	JUSTIFICATION FOR HIRE OR NON-HIRE

Department Authorization Signature: _____ Date: _____

Human Resource Approval/Signature: _____ Date: _____

