## APPOINTED STAFF AND FACULTY HIRING INFORMATION FORM

**INSTRUCTIONS: Indicate specific affirmative efforts made to consider historically underrepresented applicants (minority group members, women, individuals with disabilities, and individuals with veteran status) for the position, and why the successful applicant was selected and others were not. Describe accommodations considered for those individuals with disabilities. For Appointed Positions, please forward original to Human Resources with Appointment Recommendation Form and retain one copy.**

**CHECK ALL APPROPRIATE TYPES:**

- ☐ **Service Professional**
- ☐ **Faculty**
- ☐ **Academic Professional**
- ☐ **Administrator**
- ☐ **Regular**
- ☐ **Regular - Limited**
- ☐ **Temporary**
- ☐ **Full -Time**
- ☐ **Part -Time**
- ☐ **Promotion**

**POSITION:** _____ **SALARY:** _____ **VACANCY NUMBER:**

**DEPARTMENT:** _____ **DATE FILLED (Appointed Positions only):**

**List ALL candidates interviewed (telephone and in person) in alphabetical order.**

| Name (last name, first) | Sex | Race | Date applied | Date : phone interview | Date: On-campus Interview | Comments regarding applicants performance in phone and on-campus interviews (be very specific) | Other comments which would be helpful in determining the qualifications of this applicant. |
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