

PRIORITY LISTING

Title of job filled:

Department/School:

Outgoing employee:

Race:

Sex:

Name of person hired:

To begin:

Race & sex of new employee: Race:

Sex:

New employee: Disabled Vet?

Vietnam Vet?

Handicapped?

1. Describe the procedure used in the search for candidates for this position. This must be supported by the documentation in the file on this position and must comply with the Affirmative Action Plan.

2. List PRIORITY and JUSTIFICATION of potential candidates below – regardless of outcome – rank from highest to lowest below.

Candidate

Age

Sex

Minority?

Skills, Qualifications, or
Experience for this job:

a.

b.

c.

d.

e.

3. Describe justification and priority of the candidate recommended for employment.

4. If recommended candidate is not first in order of priority, explain why.