

Hiring Report

Check one:

Faculty

Administrative/Professional Staff

Librarian

Date:	Contact Name:	Contact Phone:
Department:	Position Title:	

Check one:

Section A: New hired Promoted or Transferred

Name:	* Race:	* Gender:	* Meet AA Goal?
Starting salary: \$	Date appointment begins:	FTE:	

Section B: Description of Other Candidates Offered the Position

If other candidates were offered the position but were not hired, please provide the following information:

Candidate's Name	Date Offer Made	* Race	* Gender	Reason for rejecting offer (if given)

** To be completed by AA/EO*

Section C: Signatures of Approval

1. Hiring Supervisor _____ Date

4. AA/EEO Officer _____ Date

2. Department Head _____ Date

5. Vice Chancellor _____ Date

3. Dean / Director _____ Date

6. Chancellor _____ Date