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REQUEST TO HIRE - AFFIRMATIVE ACTION SUMMARY OF RECRUITMENT ACTIVITIES RESEARCH FOUNDATION – STUDENT POSITIONS

JOB TITLE: 🗌 Research Aide	□ Senior Research Aide	Research Project Assistant
DEPARTMENT:	SUPERVISOR/CONT	ACT PERSON:
PHONE #:	E-MAIL ADDRESS:	<u> </u>
CANDIDATE:	DESIRED START DA	ATE:
SUMMARY OF ALL APPLICANTS:		
TOTAL # OF APPLICATIONS/RESUMES RECEIVE	ED: # QUALIFIED:	# INTERVIEWED:

SUMMARY OF APPLICANTS (PLEASE SEE PAGE TWO FOR ETHNIC CODES)

JUSTIFICATION: 1. Rated most qualified 2. Has related experience 3. Lacks Preferred Quals. 4. Did not meet minimum qualifications 5. Insufficient Experience 6. Lacks Interpersonal Skills 7. No Show for Interview 8. Declined Interview 9. Withdrew application 10. Negative References 11. Declined Offer 12. Other (please detail)

NAME OF APPLICANT	GENDER	ETHNIC GROUP	AMOUNT OF RELATED EXPERIENCE	SOURCE OF APPLICATION	JUSTIFICATION FOR HIRE OR NON-HIRE (Use codes above. Candidate of choice should be listed first)	

DEPARTMENT SIGNATURE:

DATE:

PLEASE CONTINUE ON PAGE TWO IF NECESSARY

NAME OF APPLICANT	GENDER	ETHNIC GROUP	AMOUNT OF RELATED EXPERIENCE	SOURCE OF APPLICATION	JUSTIFICATION FOR HIRE OR NON-HIRE (Use codes above. Candidate of choice should be listed first)
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The hiring unit must used the following federally defined ethnic codes in completing this document:

Code 1	Code 2	Code 3	Code 4	Code 5
White (not of Hispanic	Black (not of Hispanic	Hispanic. A person of	Asian or Pacific Islander. A	American Indian or Alaskan
origin.) A person having	origin.) A person having	Mexican, Puerto Rican,	person having origins in any	Native. A person having
origins in any of the original	origins in any of the racial	Cuban, Central or South	of the original peoples of the	origins in any of the original
peoples of Europe, North	groups of Africa.	American, or other Spanish	Far East, Southeast Asia, the	peoples of North America
Africa or the Middle East		culture or origin, regardless	Indian Subcontinent, or the	who maintains cultural
		of race.	Pacific Islands. This are	identification through tribal
			includes for example, China,	affiliation or community
			Japan, Korea, the Philippine	recognition.
			Islands and Samoa.	