Vacancy No. ________________

INSTRUCTIONS: 1. Complete online and print OR print the form and fill in the fields. 2. Once completed, route with attachments in the routing order indicated below.

NOTE: If completing this form online (in Acrobat Reader), your input cannot be saved. Therefore, if you wish to save your input, you are advised to print it before exiting the document.

Department/Administrative Office ________________________________

Position Name ________________________________

Attached are the following materials:

FULL AND LIMITED SEARCHES

☐ Attach candidates Assessment forms.

☐ Dissenting Report (if any).

☐ Application materials for recommended candidate(s).

Name: ________________________________

☐ Creditable experience forms for recommended candidate(s).

☐ OHR Form(s) for recommended candidate.

EMERGENCY SEARCH

☐ List of candidate(s) interviewed, including the comparative strengths and weaknesses of each candidate interviewed.

☐ Alphabetical list of all applicants, including the rationale for interviewing or not interviewing them, if more than one candidate.

☐ Dissenting Report (if any).

☐ Application materials for recommended candidate(s).

Name: ________________________________

☐ Creditable experience forms for recommended candidate(s).

☐ OHR (SCUPPS) Form(s) for recommended candidate.

Hiring Authority ________________________________

Phone __________________________ Date _________________

COMMENTS: (Initial your statements)

INO
Initial Date

Dean/Director

Affirmative Action Officer

Provost

Chief Human Resources Officer

MSUAASF
Initial Date

Department Director/Dean

Affirmative Action Officer

Vice President/Exec. Director

Chief Human Resources Officer

ADMINISTRATOR
Initial Date

Vice President

Affirmative Action Officer

President

Chief Human Resources Officer

Original: Human Resources Office
Copy: Search Committee Chair
Affirmative Action Office