

**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/CONTACT PERSON: _____

PHONE #: _____ E-MAIL ADDRESS: _____

CANDIDATE: _____ DESIRED START DATE: _____

SUMMARY OF ALL APPLICANTS:

TOTAL # OF APPLICATIONS/RESUMES RECEIVED: _____ **# QUALIFIED:** _____ **# INTERVIEWED:** _____

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

JUSTIFICATION: 1. Rated most qualified 2. Has related experience 3. Lacks Preferred Quas. 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

