

AFFIRMATIVE ACTION CLASSIFIED SELECTION REPORT

KSU PER-10

Revised

Pre-Interview Review: Screen the applications using the form AA-28, then contact Affirmative Action (532-6220) to obtain approval to offer interviews.

Pre-Hiring Review: Interview applicants then contact the Affirmative Action Office (532-6220) to obtain approval to offer the position.

Department _____
 Department Code _____
 College or Division _____
 Job Title _____
 Job Code _____
 Requisition # _____
 Position # (s) _____
 Anticipated Date of Hire _____

Contact Person _____
 Phone Number _____
 E-mail address _____

Type of Appointment:
 _____ Regular _____ Temporary
 _____ Full-Time _____ Part-Time

Number of Certified Eligible Applicants _____

| Applicants Offered Interviews: | Race/Ethnic | Sex | Disabled | Veteran | Disposition |
|---------------------------------------|--------------------|------------|-----------------|----------------|--------------------|
| Name | Code | | | | Code |
| 1. _____ | _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ | _____ | _____ |

(Go to second form for additional applicants)

Reason for Selection. Please give the job-related reason for the selection made. For each person with a disability, indicate any accommodation made or considered:

| | | | |
|------------------------------------------|------------|-----------------------------------|------------|
| Signature of Dean/Dept Hd/Director _____ | Date _____ | Signature of Interviewer _____ | Date _____ |
| Approved _____ | | Received _____ | |
| Affirmative Action _____ | Date _____ | Division of Human Resources _____ | Date _____ |

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INSTRUCTIONS

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Names

List all applicants with whom a contact was attempted to invite for an interview.

Ethnic Code

1 - White (not of Hispanic origin) - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

2 - Black (not of Hispanic origin) - Persons having origins in any of the black racial groups in Africa.

3 - Hispanic - Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

4 - Asian or Pacific Islanders - Persons having origins in any of the original peoples of the Far East, Southeast Asia, and Indian subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, the Philippine Islands, and Samoa.

5 - American Indian or Alaskan Native - Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Sex

M- Male F - Female

Disability

Mark this column only if the applicant has a clearly observable disability or volunteers information about a disability. Do NOT ask applicants if they have a disability.

Veteran

Mark this column if the applicant provides proof of veteran's status.

Disposition Code

1 - External Hire

3 - Declined Job Offer

4 - Unable to Contact for interview/Declined Interview/No Show

8 - Interviewed but not selected

9 - Promotion

10 - Transfer

11 - Demotion