

## APPLICANT WORKSHEET – FORM B

To be completed by the department

<b>Department Information</b>	<b>Types of Position</b> (check as appropriate)	<b>Selected Person Information</b>
Department _____ _____ Position No. _____ Position Title _____ College/School _____ _____	TT                      NTTF  Visiting Faculty  A & P  University Staff  F/T                      P/T  If term appointment, Length of appointment: _____	Person Recommended: _____  _____  <p style="text-align: center;"><b>Dean's/Director's Signature</b></p> <p style="text-align: center;">To Be Completed by AA/EEO</p> Race / Ethnicity _____ Gender _____

### Instructions

Please complete the appropriate columns using the following codes

<b><u>Type of Applicant</u>—Indicate appropriate number</b>	<b><u>Action</u>- Indicate appropriate number</b>		
<ol style="list-style-type: none"> <li>1. New = not employed by AU</li> <li>2. Employed by AU at lower level; seeking promotion or reclassification</li> <li>3. Employed by AU, same level; seeking transfer</li> </ol>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Recommend for hire.</li> <li>2. Interviewed.</li> <li>3. Not as qualified as those interviewed.</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>4. Did not meet minimum qualifications.</li> <li>5. Incomplete application.</li> <li>6. Withdrew.</li> <li>7. Application pending another search.</li> </ol> </td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Recommend for hire.</li> <li>2. Interviewed.</li> <li>3. Not as qualified as those interviewed.</li> </ol>	<ol style="list-style-type: none"> <li>4. Did not meet minimum qualifications.</li> <li>5. Incomplete application.</li> <li>6. Withdrew.</li> <li>7. Application pending another search.</li> </ol>
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