

FACULTY SELECTION FORM

PART I SEARCH

This form must be completed and sent to the appropriate Dean as soon as possible after finalists have been determined, along with resumes of finalists and all female and minority applicants. The Dean will review and forward a signed copy of this form to Affirmative Action. After the review, the Dean will return the form and resumes to the hiring official.

Hiring Department: _____

Position to be Filled: _____

Position Number: _____

The candidates listed below were selected as finalists.

| Name | Race* | Sex | Comments |
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Use Addendum for additional finalists

Listed below is the total number of candidates by race and sex.

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|-----------------------|-----------------------|----------------------|----------------------------------|
| <u>Applicant Pool</u> | <u>Interview Pool</u> | *Race Key: | _____ |
| M F | M F | W White | Hiring Official Signature / Date |
| ___ ___ | ___ ___ | B Black Non-Hispanic | _____ |
| ___ ___ | ___ ___ | H Hispanic | Dean Signature / Date |
| ___ ___ | ___ ___ | A Asian or Pacific | _____ |
| ___ ___ | ___ ___ | Islander | Date Sent to Affirmative Action |
| ___ ___ | ___ ___ | I American Indian or | (Tenure Track Positions) |
| _____ Total | _____ Total | Alaskan Native | |

List names and trace progress of all women and minorities, including those candidates on the finalist list. Use a separate sheet if necessary. Race codes are listed above and following are the review codes.

- | | |
|------------------------|-----------------------------------|
| 1 - Continue | 2 - Reject (Education/Experience) |
| 3 - Applicant Withdrew | 4 - Other - Explain Reason |

| NAME | RACE/ SEX | 1ST REVIEW | 2ND REVIEW | 3RD REVIEW | COMMENTS | REASON |
|------|--------------|---------------|---------------|---------------|----------|--------|
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| NAME | RACE/ SEX | 1ST REVIEW | 2ND REVIEW | 3RD REVIEW | COMMENTS | REASON |
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PART II DECISION

After the candidate has accepted the position, complete this section and forward with the resumes of the finalists and all female and minority applicants to UNH Human Resources. Upon candidate's acceptance of job offer, contact your Business Service Center for initiating payroll forms.

Candidate _____ has been offered and accepted the position which was approved by the Dean. References were checked by _____ on _____ and were determined to be satisfactory.

Consistent with the qualifications advertised, the following factors make this candidate most outstanding.

List offers to other candidates and candidate responses.

_____ Hiring Official Signature / Date