

Appendix F

RECRUITMENT SUMMARY FORM

Administrative/Faculty/Other Professional Non-classified Positions
Arkansas State University
Affirmative Action

Position Title: _____ Position #: _____

Department: _____

Number of Applicants: _____ **Person Recommended:** _____

Date Employment for this position begins (Hire Date): _____

Annual Salary to be Offered: \$ _____ U.S. Citizen or Perm. Resident: _____

Type of Appointment: Regular _____ Adjunct _____ Visiting _____ Temp. _____

Full Time _____ Part Time _____ % of Appt. _____ Promotion _____ Transfer _____

SUMMARY OF RECRUITMENT PROCEDURES

Please check below, by number, which of the recruitment plan items or activities you used.
(See Recruitment Plan form for description)

__1 __2 __3 __4 __5 __6 __7 __8

__9 __10 __11 __12 __13 __14 __15 __16

__17 __18

Please attach to this form:

A list of any additional contacts, applicants, or other materials developed during the recruiting process and list any additional resources you became aware of and/used that were not included in your recruitment plans. (If there were none, please indicate).

Signature of Person Filling Out Form

Date

Dean/Director/Dept. Head

Date

Vice Chancellor/Vice President

Date

Asst. to the President-Diversity Initiatives

Date

Director of Affirmative Action

Date