SECTION C

LIST BELOW ALL APPLICANTS INTERVIEWED FOR THE POSITION. Attach an additional sheet(s) if needed. This information is necessary to provide required equal employment opportunity / affirmative action data to regulatory agencies.

*W=White; B=Black; H=Hispanic; A=Asian or Pacific Islander; I=American Indian or Alaskan Native

				REASON OR REASONS FOR NOT BEING SELECTED													
Date of Interview / Review of application	Race of Applicant*	Sex of Applicant	Name of Applicants Interviewed	Hired appl. with more applicable education	Hired appl. with more relevant work exp.	Hired appl. with better skills	Unstable employment record	Poor communication skills (job related)	Poor personal presentation	Unable to work required hours	Withdrew from consideration	Accepted another position	Poor references	Pay too low	Declined offer	Other (attach explan.)	Selected
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

APPLICANT SUMMARY

Date Position Filled: _____ Starting Date: _____

Name of Applicant Selected: _____

Reason(s) for Selection _____

_____

_____

_____

Selection of Applicant Above is (Check One):

☐ New Hire
☐ Promotion within same department
☐ Transfer from another department with same job title
☐ Transfer from another department with promotion

_____ _____

Departmental Official Date Human Resources Office Date