

APPOINTMENT ACTIVITY RECORD

This form is to be used for teaching and research staff, executive officers, directors of various teaching, research, and library units, and curators. After obtaining the appropriate approvals, submit it to Human Resource Records and Information Services along with the Instructional Hiring materials. After obtaining approvals, Flint and Dearborn units submit their materials to their regional HR office. Details of the selected candidate's appointment should be provided on the Appointment Request Form (36400).

Job Posting Number:	Department:
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Please provide the following information for the selected candidate.

Name of Selected Candidate	Ethnicity/ Race	Gender	Comments

Please provide the following information for any candidates that were interviewed but not selected for the position.

Name of Interviewed Candidate but not Selected Candidate	Ethnicity/ Race	Gender	Candidate Outcome	Comments (If any candidate differs from the selected one in ethnicity and/or gender, explain why he/she was not selected. Attach additional pages if needed.)

ETHNICITY - Summary of all candidates (including the selected candidate).

Candidate Outcome	Gender	# of American Indian or Alaska Native	# of Asian	# of Black or African American	# of Hispanic	# of Native Hawaiian or Other Pacific Islander	# of White	# of Multiracial	# of Unknown
Selected	Male								
	Female								
	Unknown								
Interviewed	Male								
	Female								
	Unknown								
Rejected Offer	Male								
	Female								
	Unknown								
Withdraw	Male								
	Female								
	Unknown								
Not Interviewed	Male								
	Female								
	Unknown								
Not Qualified	Male								
	Female								
	Unknown								

Number on Search Committee (if applicable):				Scope of Search:			
Minority:	Non-Minority:	Male:	Female:	Local:	State:	National:	

Name of Chairperson of Search Committee (if applicable):

Signature of Person Responsible for Placement Decision:	Date:
Signature of Unit HR Manager or Affirmative Action Coordinator:	Date:

Appointment Activity Record Instructions for the Person Responsible for the Placement Decision
CANDIDATE:

Any person expressing an interest in a position. (If a department will consider only those who have submitted formal, written applications or bid forms, this should be communicated to any person making an oral or written inquiry, and be applied consistently.)

COMPLETING THE APPOINTMENT ACTIVITY RECORD

1. **Job Posting Number:** Enter the Job Requisition number for the position.
2. **Names of Candidates Interviewed:** List the names and other requested information for all interviewed candidates. If any differs from the selected candidate in ethnicity and/or gender, explain why he/she was not selected. List the selected candidate first in the list. In this section, Ethnicity = American Indian or Alaska Native, Asian, Black or African American, Hispanic, Native Hawaiian or Other Pacific Islander, White, Multiracial or Unknown and Candidate Outcome = Seriously Considered or Rejected Offer.
3. **Summary of All Candidates Including the Selected Candidate:** Record the number of all candidates. **Count each person only once.**
 - **Selected:** Only the one candidate selected for the position should be logged in this category.
 - **Interviewed:** Count those you listed by name as interviewed but not selected, **except those who rejected an offer or withdrew.**
 - **Rejected Offer:** Count all candidates to whom a job offer was made, but who rejected the position. These should have been among those listed by name as interviewed.
 - **Withdrew:** Count of all candidates who withdrew from consideration for the position.
 - **Not Interviewed:** Count all other reviewed candidates who were not considered as finalists for the position and not were deemed "not qualified".
 - **Not Qualified:** Count all candidates who did not meet the minimum qualifications for the position.
4. **Search Committee:** If there was a search committee appointed, enter the composition of the committee and the name of the chairperson.
5. **Scope of Search:** Indicate whether the search was on a local, state, or national level.
6. **Sign and date the form.**
7. **Attach documentation of advertising and recruiting efforts.**

DISTRIBUTION

- Maintain one copy within the department.
- Forward one copy to the Dean/Director.
- Forward original form to HR Records and Information Services or the appropriate regional HR office.

PLEASE REMEMBER:

- No offer is to be made without the consensus of the unit's Human Resources/Affirmative Action Coordinator (Academic procedure).
- The count of candidates as recorded in the summary will total all candidates.