

MISSISSIPPI STATE UNIVERSITY  
**RECRUITING REPORT**  
 (Fill applicable blanks only)

Department of \_\_\_\_\_  
 Name of recommended appointee \_\_\_\_\_ Ethnicity \_\_\_\_\_ Gender \_\_\_\_\_  
 Title of position \_\_\_\_\_ Date of hire \_\_\_\_\_  
 Position Number \_\_\_\_\_ Salary \_\_\_\_\_

<b>Executive/Administrative/Managerial, Faculty, Other Instructional Staff, Professional (non-faculty)</b>	
Date position was:  _____ Approved for filling _____ Reported to Human Resources Management _____ Posted on departmental bulletin board	Where, and when, was the position posted and/or advertised?    

**APPLICANTS**

List the names of all applicants. For each applicant interviewed, indicate appropriate contact code, interview date, ethnicity and gender (if known). Attach additional pages if needed (see page 2).

Name	Contact Code (Below)	Selection Code	Interview Date	Ethnicity	Gender

**Contact Codes** - **I** - Interviewed in Person; **TI** - Telephone Interview; **U** - Unable to Contact; **NI** - Not Interviewed **D** - Declined Interview

**Selection Codes** - **1**-Accepted Another Position; **2**-Poor References; **3**-Unable to Obtain References; **4**-Unsatisfactory Interview; Results; **5**-Less Job/Task Related Experience; **6**-Not Able to Begin Work When Needed; **7**-Unable to Work Scheduled Hours; **8**-Would Not Relocate; **9**-Failed to Submit Required Materials for Consideration; **10**-Falsified Application; **11**-Insufficient Teaching Experience; **12**-Did Not Meet Minimum Requirements; **13** Hired

**Ethnicity Category Key** - **A/PI** - Asian/Pacific Islander; **B** - Black; **H** - Hispanic; **A/AN** - American Indian/Alaskan Native; **W** - White; **UNK** - Unknown

**Gender Category Key** - **F** - Female; **M** - Male; **UNK** - Unknown

\_\_\_\_\_  
 \*Department Head Date

\*I, as signee, attest that a check has been made on the qualifications of the recommended appointee, the former employer has been contacted, and the affirmative action guidelines have been followed.

**APPROVED BY:**

\_\_\_\_\_  
 Dean or Director Date

\_\_\_\_\_  
 Vice President Date

