

## EMPLOYMENT SUMMARY

### Non-Exempt (Hourly) Position

**This form must be completed and submitted to Human Resources before final approval will be given for hiring a new employee.**

Department _____	Organization No. _____
Position Title & Grade _____	Position No. _____
Person Hired _____	Effective Date _____
Hourly Salary _____	

List the individuals interviewed or contacted for the above position. Attach a separate sheet with a typed reason for not hiring each applicant interviewed or contacted. Please refer to, and select from, the "Reasons for Not Hiring" list to assist in completing the form. When listing reasons for not hiring, compare the candidate's skills to those required for the position and **not** to the candidate hired. Indicate minority applicants with an asterisk (\*).

Name and Date Interviewed or Contacted	Name and Date Interviewed or Contacted
1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

\_\_\_\_\_  
Hiring Supervisor's Signature

\_\_\_\_\_  
Date

#### HUMAN RESOURCES USE ONLY

**Gender:**

N/A \_\_\_\_\_  
F \_\_\_\_\_  
M \_\_\_\_\_  
TTL \_\_\_\_\_

**Race/Ethnicity:**

H/L \_\_\_\_\_  
AI/AN \_\_\_\_\_  
Asian \_\_\_\_\_  
B/AA \_\_\_\_\_  
NH/PI \_\_\_\_\_  
W \_\_\_\_\_  
Two+ \_\_\_\_\_  
N/A \_\_\_\_\_

**Employee:**

Gender \_\_\_\_\_  
Ethnicity \_\_\_\_\_  
  
EEO Class \_\_\_\_\_

- ☐ Folder Made
- ☐ Posting/Application
- ☐ Emp. Services
- ☐ Equal Opp.
- ☐ Posted

Posting No. \_\_\_\_\_