

EMPLOYMENT SUMMARY

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

Account Name	Organization No.	Position No.	Date
Job Title and Grade	Incumbent		

The following individuals were interviewed or contacted for the above position. Attach a separate sheet with a typed reason for not hiring each applicant interviewed. 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	Name and Date Interviewed
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Person Employed _____ Effective Date _____

Salary _____ Signed _____

HUMAN RESOURCES USE ONLY			
M _____	B _____	E Sex _____	EEO _____
F _____	H _____	E Race _____	
N/A _____	A/PI _____		
TTL _____	A/AN _____		