

CSUB Foundation Recruitment/Appointment Record

(Confidential)

This form must be fully completed before any formal offer of employment will be made. All offers of employment for positions must be made by the Office of Human Resources.

Appointment Summary:

Position: _____
(Include department code, budget function)

School (if pertinent); _____ Department _____

Appointment Definition:

1. New or Replacement; if replacement, for whom _____
2. Regular or Temporary; if temporary, termination date _____
3. Full-time or Part-time; if part-time, time base fraction _____

Appointment Recommendation:

1. Candidate recommended: _____
(Appointment will be at minimum of salary range unless approval is granted by appropriate administrator(s).)
2. Proposed effective date of appointment: _____

Affirmative Action Record:

Statistical and Technical Data:

1. Advertisement process: (program must allow a 14 calendar day minimum application period)

	Date(s)
a. Position announcement distributed	_____
b. Newspaper advertisement(s)	_____
Which papers? _____	
c. Professional or trade journal advertisement(s)	_____
Which journals? _____	
d. Other recruitment techniques	_____
Describe _____	

2. Applicant cross section: (from applicant flow data)

Ethnicity	No. of Males	No. of Females	Totals
Black	_____	_____	_____
Asian	_____	_____	_____
Other Non-White	_____	_____	_____
Hispanic	_____	_____	_____
White	_____	_____	_____
Pacific Islander	_____	_____	_____
Native American	_____	_____	_____
Filipino	_____	_____	_____
Other/Non-Identified	_____	_____	_____
Totals			
No. of Vietnam Era Veterans:		_____	
No. of Disabled:		_____	

FOR HUMAN RESOURCES USE ONLY

Name: _____

Start Date: _____

FT PT INT up to ___ hrs/wk

REG TEMP Salary \$ _____

TEMP. END DATE _____

Benefits: Yes ___ No ___ Cont. ___

PIMS Position # _____

Peoplesoft Position # _____

Accepted Date: _____

Physical: _____

cc: _____

Special Instructions: _____

3. Evaluation process:

- a. Qualifications Appraisal Board membership _____

- b. Process outline _____

(Process must be consistent with Equal Employment Opportunity Plan and with job announcement.)

4. Candidates recommended by Qualification Appraisal Board:

Name	Sex	Ethnicity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Brief explanation of why the candidate proposed is best qualified.

Certifications and Approvals:

1. Recruitment of the finalists for this position has been in accordance with the Equal Employment Opportunity Plan.

(Chair, Qualifications Appraisal Board) (Date)

2. Selection of the recommended appointee has been in accord with the Equal Employment Opportunity Plan.

(Department Head) (Date)

3. The recommended appointment has been subject to our personal review and has our concurrence. It is in accord with the Equal Employment Opportunity Plan.

(Dean, Division Head) (Date) (Cabinet Officer) (Date)

4. The recommended appointment has been reviewed and _____ consistent with the Equal Employment Opportunity Plan.
is/is not

Comments: _____

(Equal Employment Opportunity Coordinator) (Date)

5. Appointment cleared Appointment not cleared

(Director of Human Resources) (Date)