



FACULTY AND STAFF SELECTION & DATA FORM
Recruitment Documentation

Please submit this form at the conclusion of the position search to the attention of Gabriela Leal-Kovtch Director of Compliance & Diversity, Suite 622T.

Federal and University regulations require documentation of the recruitment efforts. The following information is to be submitted with all documents required for appointments of candidates.

Department (Office): _____

Name of Candidate Selected: _____

Contractual Title: _____ PVN: _____

Office Title: _____

Hire Date: _____

1. What sources, if other than CUNY postings, were used to recruit candidates for this position?

Three horizontal lines for listing recruitment sources.

2. Total number of applications received (See Flow Log): _____

3. Name of the first candidate offered the position: _____

Did the candidate accept? Yes Salary \$ Rank
No Stated Reason:

4. Additional candidate(s) offered the position: _____

Did the candidate accept? Yes Salary \$ Rank
No Stated Reason:

5. Names of other candidates interviewed and/or offered the position:

(All designated for interview (QPI or MI) on the flow log must be placed below.)
Please indicate candidates response: No Show, Declined, Withdrew, Etc.

Five horizontal lines for listing names of other candidates.

I certify that the above is true to the best of my knowledge and belief.

Name and Signature of Department Head

Department / Date

Name and Signature of Director of Compliance & Diversity/
Title IX Coordinator

Date

President (if not signed by Director of Compliance & Diversity
/Title IX Coordinator)

Date

REGULATIONS REQUIRE THE RETENTION OF THE RECRUITMENT FILE/DOCUMENTS FOR THREE (3) YEARS.