

# RECRUITMENT SUMMARY FORM

Faculty/Administrative/Research and other Professional  
Non-classified Positions  
**University of Arkansas, Fayetteville**  
**Office of Affirmative Action**

Position Title \_\_\_\_\_ Position # \_\_\_\_\_

Working Title \_\_\_\_\_ (if applicable)

Department/BU Code \_\_\_\_\_

Number of Applicants \_\_\_\_\_ Person Recommended \_\_\_\_\_

Date Employment into THIS position begins (Hire Date) \_\_\_\_\_

Annual Salary to Be Offered \$ \_\_\_\_\_ U.S. Citizen OR Permanent Resident \_\_\_\_\_

Type of Appointment: % of Appt. \_\_\_\_\_  
Regular \_\_\_\_\_ Adjunct \_\_\_\_\_ Visiting \_\_\_\_\_ Temporary \_\_\_\_\_ Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

## SUMMARY OF RECRUITMENT PROCEDURES

Please circle below, by number, which of the recruitment plan items or activities you used.  
(See Recruitment Plan form for description)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

### Please attach to this form:

1. A list of any additional contacts, applicants, or other materials developed during the recruiting process and list any additional resources you became aware of and/or used that were not included in your recruitment plan.  
(If there were none, please indicate.)
2. Please **summarize briefly each interviewed candidate** relative to basic and desirable qualifications, and any other criteria differentiating the recommended candidate from the others. **Also enclose copy of Letter of Offer.**

\_\_\_\_\_  
Dean, Director, Dept. Head      Date

\_\_\_\_\_  
Signature of Person Filling Out Form      Date

\_\_\_\_\_  
Vice Chancellor      Date

\_\_\_\_\_  
Office of Affirmative Action      Date

Send all copies of this form to OFAA in WAAX 4

9/02