



POSITION ADVERTISEMENT AND SELECTION RECORD

Position Title _____ Top Applicant Name _____

An offer of employment may not be made or implied until the applicant's background has been checked.

- This consists of a criminal background check coordinated through the HRM Office and checks made by the unit head, review team or search committee as indicated further below.
- When checking employment references, ***always*** ask whether the employer would rehire this individual. If you are told the individual is not eligible for rehire, ask why and if necessary, ask whether the employer would rehire the individual if he/she *were* eligible for rehire.
- For classified applicants, remember to ask about the employee's recent PPR (performance planning and review process) scores, whether the employee recently had a merit increase denied, and whether there is a record of disciplinary action against the applicant? If current state employee with "Needs Improvement" or "Poor," contact HRM before proceeding. *(Similar questions are recommended for unclassified applicants and applicants from the private sector.)*

[] YES [] NO Have references of this individual been checked, including at least one recent employment reference?

[] YES [] NO Has the last period of employment been verified by the employer or by other means?

[] YES [] NO Have the academic credentials of the applicant selected been verified by copy of transcripts, diplomas, or other means?

[] YES [] NO During your reference checking, was anything found in this individual's background which gives reason to question his/her suitability for employment? Please explain. Please also indicate below any difficulty you had in obtaining any of the above references or verifications.

Unit Head Printed/Typed Name _____

Signature _____

Date _____

USE THE FOLLOWING CODES TO COMPLETE THE REVERSE SIDE OF THIS FORM.

C O D E S	GENDER/SEX CODES: M=Male; F=Female	RACE CODES: I = American Indian or Alaskan Native – persons having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment. A = Asian - persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam. N = Native Hawaiian or Other Pacific Islander – persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. B = Black or African American – persons having origins in any of the black racial groups of Africa. W = White – a person having origins in any of the original peoples of Europe, North Africa or the Middle East. H = Hispanic or Latino (All races) – persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
	APPLICANT ORIGIN CODES: I = Internal AgCenter applicant IL = Internal LSU System, Non-AgCenter applicant (e.g., LSUBR, LSUA, UNO, etc.) IS = Applicant from Other La. Public Agency (e.g., DEQ, LDAF, school board, etc.) E = External applicant (e.g, DOW, Auburn, etc.)	
	ETHNIC ORIGIN CODES: HL – Hispanic or Latino NHL – Non-Hispanic or Non-Latino	
	FINAL ACTION CODES: 1 = Top applicant to be offered 2 = Offered But Declined 3 = Reached Final Consideration But Not Offered 4 = Less Qualified-Didn't Reach Final Consideration 5 = Over Qualified 6 = Did Not Meet Minimum Qualifications 7 = Not Interested or Did Not Respond/Report 8 = Incomplete Application 9 = Withdrew Application	



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Position Title _____ Unit _____

Position # _____ % Effort _____ Top Applicant Name _____

USE THE CODES ON THE REVERSE OF THIS FORM TO COMPLETE THE FOLLOWING SECTIONS.

The process of filling most AgCenter positions involves a review team or search committee. Efforts should be made to use a team or committee with a diverse membership. Where necessary, unit heads should consider adding individuals from other units or job categories (faculty, associates, classified staff, graduate assistants, etc.) to provide adequate diversity (e.g., by gender, race, etc.). Please complete the following table showing the make-up of the team or committee used to fill this position.

Name	Title	Unit	Race	Sex

Applicant Names List all applicants.*	R A C E	S E X	Ethnic Origin	Applic. Origin Code	Met Qualification Requirements?		Interviewed?		Final Action
					Y or N	Determined By	Y or N	Date	

*Top applicant must be recorded above. In lieu of listing all other applicants manually, a printed list may be attached with correct final action code listed for each.

This position was advertised as follows: HRM Announcements LSU System Careers AgCenter web
 Louisiana Universities Southern Region Universities Land-Grant Universities 1890 Universities
 Journal(s)**List: _____ Academickeys.com
 Newspaper(s)** - list: _____
 Other(s)** - explain: _____ Civil Service La Careers
****Attach copies of all ads and/or announcements as they appeared in journals, newspapers, etc.**

I certify that this recruitment/selection met all criteria stipulated by AgCenter policies/guidelines.

Unit Head _____ Date _____

EEO Official _____ Date _____
 LSU AgCenter HRM