



## POSITION ADVERTISEMENT AND SELECTION RECORD

Position Title \_\_\_\_\_ Name of Hire \_\_\_\_\_

***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? *(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 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.***

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



## POSITION ADVERTISEMENT AND SELECTION RECORD

Position Title \_\_\_\_\_ Unit \_\_\_\_\_

Position # \_\_\_\_\_ % Effort \_\_\_\_\_ Hiree Name \_\_\_\_\_ Hire Date \_\_\_\_\_

**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

<b>Applicant Names</b> List Selected Applicant First. <u>List ALL applicants.</u> Use additional sheets if necessary.	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	

**This position was advertised as follows:** HRM Announcements AgCenter Web Site LSU Line/web  
Louisiana Universities Southern Region Universities Land-Grant Universities 1890 Universities  
Journal(s) - list: \_\_\_\_\_  
Newspaper(s) - list: \_\_\_\_\_  
Other(s) - explain: \_\_\_\_\_  Civil Service Job Search

**\*\*\*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
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