



POSITION ADVERTISEMENT AND SELECTION RECORD

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 <small>List all applicants.*</small>	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