Oklahoma State University- Oklahoma City

### Recruitment Report

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| Division       | Department      | InternalPosting [ ]  | External Posting[ ]  |
| Name of Employee(s) Hired      | Title or Position for which report is filed      | [ ]  ADJ[ ]  A/P[ ]  CLS[ ]  FAC[ ]  TEMP | Position Not filled[ ]  |

**Factors leading to choice of person employed (explicit statements relative to qualifications for the job).**

 APPLICANTS INTERVIEWED (INCLUDING PERSON HIRED)

Attach Additional Sheets Listing Applicants if necessary

#  Name

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I hereby certify that the recruitment effort followed university Equal Employment Opportunity/Affirmative Action Policy. Race, color, creed, sex, or places of national origin were not considered among the factors which led to the choice of the person selected to fill this position.

I hereby affirm that adequate references checks have been conducted regarding the professional qualifications and credentials of the applicant.

## Committee Chair/Hiring Official Date Supervisor of Hiring Official Date

## Completed by Human Resources Office Only:

A. Position Advertised With: B. Additional Information:

 [x]  jobs.okstate.edu Position Number:

 [x]  jobsOK.com

[x]  insidehighered.com Posting Number:

[x]  CareerArc

[ ]  Other  [ ]  EEOC

 [ ]  Committee Form or [ ]  N/A

Replacement For: Name:       Race:  Gender:

#

**Affirmative Action Officer Date**