



Recruitment Record Form

Position: _____

Department or Location: _____

Date Received in Human Resources (for St. Louis use only) _____

Date position was posted (to be completed by all sites) _____

I. ADVERTISEMENTS, etc. (to be completed by all sites)

Name of Publication

Date Published

II. RESPONDENTS

A. Total Number of Respondents _____

Male: _____

Race:

- _____ Black, Non Hispanic
- _____ White, Non Hispanic
- _____ American Indian or Alaskan Native
- _____ Hispanic
- _____ Asian or Pacific Islander
- _____ Other
- _____ Unknown

Female: _____

Race:

- _____ Black, Non Hispanic
- _____ White, Non Hispanic
- _____ American Indian or Alaskan Native
- _____ Hispanic
- _____ Asian or Pacific Islander
- _____ Other
- _____ Unknown

B. Total Number of Interviewed _____

Male: _____

Race:

- _____ Black, Non Hispanic
- _____ White, Non Hispanic
- _____ American Indian or Alaskan Native
- _____ Hispanic
- _____ Asian or Pacific Islander
- _____ Other
- _____ Unknown

Female: _____

Race:

- _____ Black, Non Hispanic
- _____ White, Non Hispanic
- _____ American Indian or Alaskan Native
- _____ Hispanic
- _____ Asian or Pacific Islander
- _____ Other
- _____ Unknown

III. PERSON EMPLOYED

Name: _____ Starting Date: _____

Race: _____ Sex: _____ Age: _____

Recruited By:

____ Newspaper/Journal/Convention/Conference—Name: _____

____ Telephone Inquiry

____ Walk In

____ Recommendation—Name of Person Recommending: _____

____ Transfer within the University

Form Completed by

Date

Please send completed recruitment forms to Human Resources, St. Louis Campus after hiring. For clarification or questions, please call (314) 246-7580.