



The University of Michigan Appointment Activity Record

Job Requisition Number _____

This form is to be used for teaching and research staff, executive officers, directors of various teaching, research, and library units, and curators. Please attach this form to a copy of the corresponding Job Requisition Printer Friendly and Goals web pages. After obtaining the appropriate approvals, submit it to Human Resource Records and Information Services along with the Instructional Hiring materials. After obtaining approvals, Flint and Dearborn units submit their materials to their regional HR office. Details of the selected candidate's appointment should be provided on the Appointment Request Form (#36400).

Please provide the following information for the selected candidate and any candidates that were seriously considered but not selected for the position. Please list the selected candidate first in the list.

Name of Selected Candidate	Ethnicity	Gender	Comments

Name of Seriously Considered but Not Selected Candidate	Ethnicity	Gender	Candidate Outcome	Comments
				(If any candidate differs from the selected one in ethnicity and/or gender, explain why he/she was not selected. Attach additional pages if needed.)

Summary of all candidates (including the selected candidate).

Candidate Outcome	Gender	Ethnicity					
		# of Black	# of Asian	# of American Indian	# of Hispanic	# of White	# of Other
Selected	Male						
	Female						
	Unknown						
Seriously Considered	Male						
	Female						
	Unknown						
Rejected Offer	Male						
	Female						
	Unknown						
Not Interviewed	Male						
	Female						
	Unknown						
Not Qualified	Male						
	Female						
	Unknown						

Number on Search Committee (if applicable): Minority _____ Non-Minority _____ Male _____ Female _____

Scope of Search: Local _____ State _____ National _____

Name of Chairperson of Search Committee (if applicable)

Signature of Person Responsible for Placement Decision

Date

Signature of Unit HR Manager or Affirmative Action Coordinator

Date

Appointment Activity Record Instructions for the Person Responsible for the Placement Decision

THE FOLLOWING DEFINITIONS ARE TO BE USED:

Candidate: Any person expressing an interest in a position. (If a department will consider only those who have submitted formal written applications or bid forms, this should be communicated to any person making an oral or written inquiry, and be applied consistently.)

Seriously Considered Candidate: Any qualified candidate who, upon review of the applications, resumes, and any other requested material, appears to be among those best qualified for the position. (Usually all of these will be interviewed, unless they are unavailable. If a large number of persons apply, a department might use a system of screening interviews for a sizable number of qualified candidates, selecting a smaller number for a second interview, and thus "seriously consider" only those in the latter group. The prevailing principle should be consistency in considering the qualifications of all candidates.)

Qualified Candidate: Any candidate who meets the minimum qualifications for the position.

Not Qualified Candidate: Any candidate who does not meet the **minimum** qualifications for the position. (If a candidate is minimally qualified but does not have some of the "desired qualifications" while others do, that candidate should **not** be counted as not qualified.)

COMPLETING THE APPOINTMENT ACTIVITY RECORD

1. Job Requisition Number: Enter the Job Requisition number for the position.
2. Names of Candidates Seriously Considered: List the names and other requested information for all seriously considered candidates (see definition of **seriously considered candidate** above). If any differs from the selected candidate in ethnicity and/or gender, explain why he/she was not selected. List the selected candidate first in the list. In this section, Ethnicity = Black, Asian, American Indian, Hispanic, White, or Other and Candidate Outcome = Seriously Considered or Rejected Offer.
3. Summary of All Candidates Including the Selected Candidate: Record the number of all candidates. **Count each person only once.**
 - Selected: Only the one candidate selected for the position should be logged in this category.
 - Qualified, Seriously Considered: Count those you listed by name as seriously considered but not selected, **except those who rejected an offer or withdrew. Occasionally an unqualified candidate may have been listed. This box includes only those qualified.**
 - Qualified, Not Interviewed: Count all other qualified candidates **except those who rejected an offer or withdrew** (see definition of **qualified candidate** above).
 - Not Qualified: Count all candidates who did not meet the minimum qualifications (see definition of **not qualified candidate** above).
 - Qualified, Rejected Offer: Count all candidates to whom a job offer was made, but who rejected the position. These should have been among those listed by name as seriously considered.
4. Search Committee: If there was a search committee appointed, enter the composition of the committee and the name of the chairperson.
5. Scope of Search: Indicate whether the search was on a local, state, or national level.
6. Sign and date the form.
7. Attach documentation of advertising and recruiting efforts.

DISTRIBUTION

- Maintain one copy within the department.
- Forward one copy to the Dean/Director.
- Forward original form to HR Records and Information Services or the appropriate regional HR office.

PLEASE REMEMBER:

- No offer is to be made without the consensus of the unit's Human Resources/Affirmative Action Coordinator (Academic procedure).
- The count of candidates as recorded in the summary will total all candidates.