

UMBC PRELIMINARY RECRUITMENT AND SELECTION REPORT

Please complete and return this report to the Department of Human Resources when forwarding the white copy of the personnel requisition and advertisement for Faculty and Exempt staff positions.

Faculty

Exempt Staff

Describe the recruitment process and/or procedures to be followed in the screening and selecting of the candidates.

Describe the ranking or selection techniques to be used. If possible, attach rating sheets, interview questions, etc.

Please list the selection or screening committee, if applicable.

Name	Race	Sex	Position	Department
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* Please add additional sheets as needed

Race Codes

- 1 American Indian or Alaskan Native
- 2 African American
- 3 Asian or Pacific Islander
- 4 Hispanic
- 5 White

Sex Codes

- F = Female
M = Male

List all publications you will place this position with that are designed to address a minority, female or individuals with disabilities audience.

Please attach a copy of any letter(s) that will be used to solicit nominations for this position.

*Department of Human Resources
Revised 8/03*