

Written Hiring Reason for Classified and Project Appointment

This form must be completed for all permanent appointments (new and promotional) made from a certification list and all appointments to project positions.

Agency

Secondary Unit (Div., Bureau, etc.)

Position Classification

Certification Number

Name of Person Appointed

Date of Appointment

Permanent

Project

I. Hiring Decision *Check the Appropriate box(es). (More than one box can be checked)*

- A. A veteran, or a spouse of a veteran, as defined in s. 230.03 (14) was hired. (Service in designated wartime period is required)
- B. A person with a disability was hired.
- C. The position is in a job group that is underutilized for racial/ethnic minorities, and a racial/ethnic minority was hired.
- D. The position is in a job group that is underutilized for women, and a woman was hired.
- E. None of the above.

If A, B, C, or D is checked, go to Section V. If E is checked, complete Sections II, III, and IV.

II. Written Hiring Reason *Describe the reason for selecting the successful candidate over the other applicants.*

III. Statistical Summary *For the statistical summary required by state law, check the ONE box below which most closely describes the most significant reason given in Section II for selecting the person who was appointed.*

- A. The selected person served in this position or a similar position previously.
- B. The selected person has superior relevant education and/or training for this position.
- C. The selected person has greater or more relevant experience for performing the duties of this position.
- D. The selected person demonstrates superior ability to perform the key tasks required in this position.
- E. The selected person received more favorable recommendations.

IV. Additional Information *Check all that apply*

- A. There were no veterans on the certification list.
- B. The position is in a job group that is underutilized for racial/ethnic minorities. There were no racial/ethnic minorities on the list.
- C. The position is in a job group that is underutilized for women. There were no women on the list.
- D. There were no self-identified persons with disabilities on the list.
- E. Persons from A, B, C or D above were on the list, but all either declined an offer, failed to report, were not available, were not located; or were not interested in, or eligible for, the position.

V. Signature

Signature

Date

Name (Print)

Title

