**Form OSER DAA-11**

**Written Hiring Reason for Classified and Project Appointment**

**(Complete this form for each new hire and promotion in permanent classifications and project positions.)**

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| Choose an item. |  | Click here to enter text. |
| **Agency** |  | **Secondary Unit (Div., Bureau, etc.)** |
| Click here to enter text. |  | Click here to enter text. |
| **Position Classification** |  | **Certification Number** |
| Click here to enter text. |  | Click here to enter a date. |
| **Name of Person Appointed** |  | **Date of Appointment** |

|  |  |
| --- | --- |
| **Appointment Type:** | [ ]  **Permanent Classification Position or** [ ]  **Project Position**  |
| **Appointment For:**  | [ ]  **New Hire or** [ ]  **Promotion** |

 **1. Hiring Decision** *(Check ALL that applies.)*

A. [ ]  A veteran, or a spouse of a veteran, as defined in s. 230.03 (14) was hired.

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, skip the rest and sign the form. If E is checked, complete Sections 2, 3, and 4.**

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**2. Written Hiring Reason** *(Describe the reason for selecting the successful candidate over the other applicants.)*

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| Click here to enter text. |

**3. Statistical Summary** *(Check ONE box below which describes the most significant reason given in Section 2 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.

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**4. Additional Information** *(Check all that applies.)*

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..

***The information above is accurate and completed by:***

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| --- | --- | --- |
|  |  | Click here to enter a date. |
| **Signature** |  | **Date** |
| Click here to enter text. |  | Click here to enter text. |
| **Name** (Print) |  | **Title** |