

**STAFF RECRUITMENT AND SELECTION PROCESS
APPLICANT DATA/REQUEST TO INTERVIEW
Office of Human Resources**

Position title: _____ **Job Opening Number:** _____

Department: _____ **College:** _____

Education institutions, individuals, organizations, listserves contacted and publications where advertised (as indicated on the Position Authorization):

Additional efforts made to recruit women, minorities, veterans and persons with disabilities:

Search Committee/Chair have completed Search Committee Training: Yes No
<http://www.bgsu.edu/offices/oed/search-committee/index.html>

Candidates/Applicants requesting to interview (with rationale attached):

**Please Attach credentials, requests for transfer or applications (in alphabetical order) for all candidates listed above.
Please note: candidates must meet minimum qualifications before being interviewed for the position.**

Committee Chairperson

Date

Dean/Associate/Assistant Vice President/Hiring Authority

Date

Signature of OED

Date