

MEMORANDUM

DATE: _____
TO: Senior Vice Provost & Provost /Senior Vice President
FROM: Department of _____
SUBJECT: Affirmative Action Information Position (T#) Number: _____

On _____, 20 _____, this department selected
_____ (name) to fill the position of
_____ (rank).

Total number of applicants for this position: _____

This position was offered to and rejected by the following applicants:

<u>NAME</u>	<u>REASON FOR REJECTION BY APPLICANTS</u>
_____	_____
_____	_____
_____	_____

SUBMIT COMPLETED FORM TO HR TALENT ACQUISITION OFFICE