



CSU Bakersfield

Recruitment and Appointment Record for Instructional Student Assistants, Graduate Assistants, and Teaching Associates

This is to recommend:
Position (ISA, GA, or TA):
Department:
Effective Date: From:
Time Base:
Range Code:
Full-time Monthly Salary:
Teaching Responsibility (in WTUs, for TAs only):

Class Code:

To:

Mailing Address:

Home Phone:

Work Phone:

Education: Baccalaureate:

Master's:

Doctorate:

Experience: *(Must include resume):*

Account:

Fund:

Dept ID:

Program (if needed):

Project (if needed):

Mail Stop:

New Position/Replacement for:

Reports To (supervisor's name):

HR USE ONLY

PS Employee ID:

Position Number:

I recommended this appointment for the following reasons: (include such items as length, relevancy, and/or quality of experience); attached supplement if necessary (to be completed by individual recommending candidate):

The person filling the position is: Male _____ Female _____
Minority: Yes _____ No _____

Summary of Recruitment Process Followed in Filling This Position

Advertisement of vacancy and summary of recruitment efforts:

	<u>Yes</u>	<u>No</u>	<u>Source</u>	<u>Date</u>
1. Ad in professional/trade journals	_____	_____	_____	_____
2. Newspaper ad	_____	_____	_____	_____
3. College/University bulletins	_____	_____	_____	_____
4. Other:	_____	_____	_____	_____

Interviewing Committee Names: _____

APPLICANTS: _____

a. *Minority Males _____
b. *Minority Females _____
c. Other Males _____
d. Other Females _____
TOTAL # of APPLICANTS: _____

FINALISTS: _____

a. *Minority Males _____
b. *Minority Females _____
c. Other Males _____
d. Other Females _____
TOTAL # OF FINAL CANDIDATES: _____

*Identify to best of your ability

If position was recruited without advertising, please state reason (e.g., emergency, faculty member ill, died, resigned, last minute appt. due to enrollment needs, etc.).

Recruitment for this position has been in accordance with the CSUB Affirmative Action Plan and University Handbook:

Department Chair _____ Date _____

This appointment is in accordance with our Affirmative Action Plan and University Handbook, and I concur with it.

Dean _____ Date _____

Approved:

Provost and Vice President for Academic Affairs _____ Date _____

This recommendation is in accordance with the CSUB Affirmative Action Plan:

Affirmative Action Director _____ Date _____