



FOCUSED RECRUITMENT/HIRE FORM

(2 pages)

Purpose

To summarize and track for required reports the circumstances of any staff or faculty hire made without following the open and competitive university recruitment process.

Initiated by

The unit hiring authority or designee should initiate the **Focused Recruitment/Hire Form**.

Approvals

The Department Chair/Department Director and the Academic Dean/ Vice President or designee should approve the form.

Submit to

Submit this completed form, along with a copy of the resume/curriculum vita to the Office of Diversity within 30 days of the hire. Please also keep copies in the hiring department pursuant to the ASU recordkeeping policy.

Comments

It is the policy of ASU to promote open and competitive searches for all faculty and staff hires. Conduct focused recruitments and approve hires only when special circumstances exist.



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(2 pages)

TEMPE CAMPUS DOWNTOWN CAMPUS POLYTECHNIC CAMPUS WEST CAMPUS

VP/College: _____ Dept: _____ Dept Code: _____

Waiver requested for: _____ SSN/ASU ID: _____
(Attach copy of curriculum vita or resume)

Check all that apply: Hispanic White Disabled Veteran
 Female Asian/Pacific Islander Black Recently Separated Veteran
 Male American Indian/Alaskan Native Vietnam Era Veteran
 Other Protected Veteran
 Armed Forces Service Medal Veteran

New Hire Continuation/Extension (No change in title)
Previous Waiver # _____

Job Title/Rank: _____ Appointment period: from _____ to _____

FTE: _____ Salary: \$ _____ Account #: _____

Academic year Fiscal year Semester/summer Position # _____

CLASSIFIED FACULTY Tenured ACADEMIC PROFESSIONAL Continuing
 SERVICE PROFESSIONAL On Track On Track
 ADMINISTRATIVE Not on Track Not on Track

Answer the following two questions as completely as possible:
1. Why did you use the focused recruitment hire process (instead of open recruitment)?

