

REQUEST TO HIRE PROJECT AIDES
Affirmative Action Summary Of Recruitment Activities
Research Foundation Support Positions

JOB TITLE: Project Aide

Department	Supervisor/Contact Person
Phone Number	E-mail Address
Start Date	Salary

SUMMARY OF APPLICANTS
(PLEASE SEE ATTACHED LIST FOR ETHNIC CODES)

For those selected,

1. Available hours and dates required, 2. Related experience, 3. Other, please detail

Non-Selected,

1. Unavailable for hours and dates required, 2. Does not meet experience requirements, 3. Declined/No show, 4. Other, please detail

NAME OF APPLICANT	GENDER	ETHNIC GROUP	SELECTED Y/N	JUSTIFICATION FOR HIRE OR NON-HIRE (Use codes above. Candidate of choice should be listed first)	Start Date
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please xerox and continue if additional space is needed.

DEPARTMENT SIGNATURE: _____ **DATE:** _____

HUMAN RESOURCE SERVICES APPROVAL/SIGNATURE _____ **DATE:** _____

The hiring unit must use the following federally defined ethnic codes in completing this document.

Code 1	Code 2	Code 3	Code 4	Code 5
White (not of Hispanic origin). A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.	Black (not of Hispanic origin). A person having origins in any of the Black racial groups of Africa.	Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race, excluding Portuguese who are identified by race. Spaniards are Hispanic	Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.	American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.