

**SOUTHERN UTAH UNIVERSITY  
AFFIRMATIVE ACTION  
PERSONNEL ACTION FORM**

**Selection/Non-Selection Documentation**

College/Division \_\_\_\_\_ Department \_\_\_\_\_

Title of Position \_\_\_\_\_

Applicant Selected \_\_\_\_\_  
Race Sex

Specific reasons for selection \_\_\_\_\_  
\_\_\_\_\_

**List applicants interviewed and not selected and specific reasons for non-selection. (Please be specific, if possible, when candidate withdraws from applicant pool or turns down our offer as to why they are doing so, where they are going, salary offered, etc.)**

1. \_\_\_\_\_  
Name Race Sex

Specific reasons for non-selection \_\_\_\_\_

2. \_\_\_\_\_  
Name Race Sex

Specific reasons for non-selection \_\_\_\_\_

3. \_\_\_\_\_  
Name Race Sex

Specific reasons for non-selection \_\_\_\_\_

4. \_\_\_\_\_  
Name Race Sex

Specific reasons for non-selection \_\_\_\_\_

Use additional forms as necessary. This form is to be completed for hiring of all contract personnel. Please attach the original to the Recommendation for Appointment form and keep one copy for departmental file.

**Department Chair's signature** \_\_\_\_\_ **Date** \_\_\_\_\_