

## **UMBC PRELIMINARY RECRUITMENT AND SELECTION REPORT**

Please complete and attach this report when submitting the Personnel Requisition and sample advertisement for Faculty and Exempt staff positions to the Department of Human Resources.

**Faculty**

**Exempt Staff**

**Describe the recruitment process and/or procedures to be followed in the screening and selecting of the candidates.**

**Describe the ranking or selection techniques to be used. If possible, attach rating sheets, interview questions, etc.**

**Please list the selection or screening committee, if applicable.**

<b>Name</b>	<b>Race</b>	<b>Sex</b>	<b>Position</b>	<b>Department</b>
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\* Please add additional sheets as needed

**Race Codes**

- 1 White
- 2 Black/African American
- 3 Hispanic
- 4 Asian
- 5 American Indian/Alaskan Native
- 6 Native Hawaiian/Other Pacific Islander

**Sex Codes**

- M= Male
- F=Female

\*You may indicate more than one race for an individual if applicable.

**List all publications you will place this position with that are designed to address a minority, female or individuals with disabilities audience.**

**Please attach a copy of any letter(s) that will be used to solicit nominations for this position.**

*Department of Human Resources  
Revised 11/11*