

University of Hawai'i  
**BOR RECRUITMENT/SELECTION FORM 17G**

This form is required for graduate assistants. Please file in the department office. Instructions are attached.

1. Selectee's Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
*Last* *First* *M.I.*

Department: \_\_\_\_\_ College: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position No. \_\_\_\_\_ Rank-Step: \_\_\_\_\_

FTE: \_\_\_\_\_ Appointment Period: \_\_\_\_\_ to \_\_\_\_\_ Source of Funding: \_\_\_\_\_

2. Attach copy of ads from recruiting sources, e.g., email distribution, poster or flyer, and/or Work at UH, if applicable.

3. Was there a screening committee? \_\_\_ Yes \_\_\_ No

No. of members: \_\_\_\_\_ No. of female members: \_\_\_\_\_ No. of minority members: \_\_\_\_\_

4. Total No. of Applicants: _____	Total No. of Female Applicants: _____	Total No. of Male Applicants: _____
No. Female Applicants: W _____ B _____	Hispanic _____ NA _____	Asian _____ NHOPI: _____ UNK: _____
No. Male Applicants: W _____ B _____	Hispanic _____ NA _____	Asian _____ NHOPI: _____ UNK: _____

5. I have reviewed this action from an EEO/AA perspective and certify as follows (check if "yes"):

- Recruiting sources were appropriate
- Applicant pool was adequate
- Selection was made on the basis of job-related criteria

Are women or minorities underrepresented for this position? If yes, specify group(s): \_\_\_\_\_  
 If yes, the following affirmative action steps have been taken:

\_\_\_\_\_

\_\_\_\_\_

<i>Signature of Reviewing Official</i>	<i>Print Name</i>	<i>Date</i>
<i>Signature of EEO/AA Designee (if applicable)</i>	<i>Print Name</i>	<i>Date</i>
<i>Signature of Chancellor, Dean, or Director (if other than reviewing official)</i>	<i>Print Name</i>	<i>Date</i>

		MINIMUM QUALIFICATIONS						DESIRABLE QUALIFICATIONS								
NAME OF APPLICANTS & SELECTEE (Additional pages may be added as necessary)	SEX	RACE or ETHNICITY* (best guess)												WAS APPLICANT INTERVIEWED?	OVERALL RATING BASED ON APPLICATION, INTERVIEW, & JOB-RELATED FACTORS	REASON FOR NONSELECTION (Include candidates who "withdrew from consideration" & those who "declined job offer")

\*Race/Ethnicity: **W**-White, **B**-Black, **Hisp**-Hispanic, **NA**-Native American, **AS**-Asian, **NHOPI**-Native Hawaiian/Other Pacific Islander, **UNK**-Unknown

## INSTRUCTIONS FOR PREPARING FORM 17G - GAs

The Form 17 for graduate assistants is retained and audited at the department or college level.

1. **Appointment information:** This section is self-explanatory.
2. **Recruiting sources:** Attach copies of ads from recruiting sources, e.g., email distribution, poster or flyer, and/or Work at UH, if applicable.
3. **Screening committee:** If your department used a screening committee to make the appointment recommendation, note the number of people on the committee and the number who were female or minority (i.e., Black, Hispanic, Native American, Asian, Native Hawaiian/Other Pacific Islander).
4. **Number of applicants by sex and ethnicity:** Sex and ethnicity designations for GA applicants may be based on observer identification. Use the following definitions and abbreviations:

**White (W):** A person, not of Hispanic origin, having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (B):** A person, not of Hispanic origin, having origins in any of the black racial groups of Africa.

**Hispanic (Hisp):** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**Native American (NA):** American Indian or Alaska Native; a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliations or community recognition.

**Asian (AS):** A person having origins in any of the original peoples of the Far East, Southeast Asia, (E.g., Chinese, Filipino, Japanese, Korean) South Asian and Asian Indian (A person having origins in any of the original peoples of the Indian subcontinent: India, Pakistan, Afghanistan, Bangladesh, Bhutan, Nepal, Sri Lanka)

**Native Hawaiian/ Other Pacific Islander (NHOPI):** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. E.g., Hawaiian or Part-Hawaiian, Guamanian or Chamorro, Micronesian, Samoan, Tongan or Other Pacific Islander (OP).

**Unknown (UNK):** If race/ethnicity cannot be determined, please mark Unknown (UNK) on the form 17.

Race/ethnic designations as used by the U.S. Equal Employment Opportunity Commission (EEOC) do not denote scientific definitions of anthropological origins. Self-identification is the preferred method of obtaining this information.

5. **Underrepresentation and Affirmative Action:** Prior to recruitment, the department should assess whether women or minorities are underrepresented. If yes, affirmative action steps should be taken e.g., all eligible graduate students should be made aware of graduate assistant openings through email, listserv, department announcements, etc. The **Reviewing Official** (example: department chair) certifies that s/he has reviewed the hiring process from an EEO/AA perspective.

6. **Listing of selectee and applicants** (back of Form 17): List all minimum and desirable qualifications stated in the vacancy announcement. If a candidate clearly did not meet the minimum qualifications, it is not necessary to indicate whether they met the desirable qualifications. The following codes may be used to indicate the applicants' qualifications:

**MINIMUM QUALIFICATIONS**

N - Does not meet minimum qualification

Y - Meets the minimum qualification

**DESIRABLE QUALIFICATIONS**

0 - Does not meet desirable qualifications

1 - Meets the desirable qualifications

2 - More than adequately meets the desirable qualifications

The Form 17 is NOT an evaluation sheet. Maintain separate evaluation sheets for each candidate in your recruitment files. Do NOT keep Forms 17 in student files.

7. **Overall scores** (back of Form 17) are optional, depending on department screening procedures. Overall scores are taken from separate evaluation or rating sheets and reflect the more detailed assessments of applicants' qualifications.
8. **Reasons for nonselection** (back of Form 17) should be brief, job-related explanations of why the applicants were rated lower than the selectee. Indicate "withdrew" if the applicant was no longer interested; or "declined offer," or "incomplete application," if appropriate.

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