

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

This form is required for all faculty, APT, and E/M appointments (except lecturers, casual hires, and cooperating teachers/counselors). The data is used to prepare federally-mandated reports. Instructions are attached.

1. Selectee's Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
*Last First M.I.*  
 Department: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Position No. \_\_\_\_\_ Rank-Step/PR-Step: \_\_\_\_\_  
 FTE: \_\_\_\_\_ Appointment Period: \_\_\_\_\_ to \_\_\_\_\_ Source of Funding: \_\_\_\_\_  
 For Community Colleges, indicate Job Group: \_\_\_\_\_

2.  Faculty Position or  APT Position or  E/M (Executive/Managerial) Position  
 a)  Temporary Appointment or  Permanent Appointment  
 b)  Tenure Track or  Non Tenure Track or  Tenureline Foreign Visa Status (faculty positions only)  
 c)  New Hire; or if  Transfer or  Promotion, indicate below the position selectee is leaving:  
 Position Title: \_\_\_\_\_ Rank-Step/PR-Step: \_\_\_\_\_ Temporary \_\_\_ or Permanent \_\_\_  
 Agency/Department: \_\_\_\_\_ Campus: \_\_\_\_\_

3.  Per A9.540, position is exempt from advertising or  exception approved by campus EEO/AA officer (attach copy).  
 State reason(s): \_\_\_\_\_  
 \_\_\_\_\_; then go to Section 7 for approval by Provost, Dean, or Director.

4. Attach copy of ads from applicable recruiting sources (*Kū Lama, statewide, national*) with publication titles and dates cited on the copy.

5. Was there a screening committee or Department Personnel Committee? \_\_\_ Yes \_\_\_ No  
 No. of members: \_\_\_\_\_ No. of female members: \_\_\_\_\_ No. of minority members: \_\_\_\_\_

|   |
|---|
| 6. Total No. of Applicants: _____ Total No. of Female Applicants: _____ Total No. of Male Applicants: _____<br>No. Female Applicants: W ___ B ___ Hisp ___ NA ___ API: J ___ C ___ K ___ F ___ H/PH ___ S ___<br>I ___ O ___ (specify: _____)<br>No. Male Applicants: W ___ B ___ Hisp ___ NA ___ API: J ___ C ___ K ___ F ___ H/PH ___ S ___<br>I ___ O ___ (specify: _____) |
|---|

7. Are women or minorities underutilized (U\*\*) for this position? If yes, specify group(s): \_\_\_\_\_  
 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  
 EEO/AA status improved. Specify U\*\* group(s): \_\_\_\_\_  
 The following affirmative action steps have been taken: \_\_\_\_\_  
 \_\_\_\_\_

|   |            |      |
|---|------------|------|
| Signature of Reviewing Official   | Print Name | Date |
| Signature of EEO/AA Designee (if applicable)                                  | Print Name | Date |
| Signature of Provost, Dean, or Director<br>(if other than Reviewing Official) | Print Name | Date |



## INSTRUCTIONS FOR PREPARING BOR RECRUITMENT/SELECTION FORM 17

The Form 17 is required for all faculty, APT, and E/M appointments (except lecturers, casual hires, and cooperating teachers/counselors). Forms 17 for graduate assistants are retained and audited at the department or college level. Send all other original Forms 17 to the campus EEO/AA Officer.

1. Appointment information: This section is self-explanatory.
2. a. Permanent Appointment: The person must be eligible for tenure (faculty) or employment security (APT) to be counted as a "permanent appointment."
- b. Tenureline Foreign Visa Status: Foreign (H-1) visa faculty with "NR" temporary status who are expected to convert automatically to "P" or tenure-track status upon receipt of permanent visa. (A new Form 17 is not usually generated upon conversion.)
- c. The following definitions are unique to the Form 17 and may differ from personnel definitions:

New Hire: A Selectee who (1) comes from another UH campus or State agency or the general public; (2) is a temporary UH employee being selected for a permanent or tenure-track appointment via competitive recruitment; or (3) is appointed to a different position in a different classification within the same campus. Examples: a tenure-track faculty member from LCC appointed to a tenure-track position at UHM; a temporary faculty member at UHM hired into a tenure-track position at UHM; an APT employee at UH Hilo appointed to an E/M position at UH Hilo.

Transfer: Selectee moves to a different position within the same campus at the same or lower rank/pay range. Example: an APT employee at PO3 moves to another APT position at PO3.

Promotion: Selectee moves to a different position at a higher rank or pay range within the same campus. Example: An E/M employee at pay range M04 is appointed to another E/M position at pay range M06.

3. If the position is exempt from advertising, briefly state the reasons. Examples: the position was filled by a visiting professor. (Bona fide visiting professors are faculty who have return rights to another university or equivalent institution.) The remainder of the form need not be completed, except for the signature of the Dean/Provost at the end of section 7.
4. Recruiting sources: Attach copies of the *Kū Lama* and all advertisements in newspapers and professional journals. Publication titles and dates for each announcement must be cited.
5. Screening committee or DPC. If your department used a screening committee or Department Personnel Committee (DPC) to make the hiring recommendation, note the number of people on the committee and the number who were female or minority (i.e., Black, Hispanic, Native American, Asian/Pacific Islander).
6. Number of applicants by sex and ethnicity: Employers may not inquire about an applicant's sex or ethnicity; however, federal affirmative action regulations require employers to invite voluntary disclosure. Employers must also document their affirmative action efforts and results by collecting data on applicants and new hires. Sex and ethnicity designations for job applicants are usually based on a "best guess" through visual appraisal, surname, or self-declaration of which ethnic group the applicant identifies with most. 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 Alaskan 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/Pacific Islander (API): A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. Specify number who are Japanese (J), Chinese (C), Korean (K), Filipino (F), Hawaiian or Part-Hawaiian (H/PH), Samoan (S), Indian Subcontinent (I) (i.e., Afghanistan, Bangladesh, India, Nepal, Pakistan, and Sri Lanka), or Other Asian/Pacific Islander (O).

The five major ethnic designations were developed by the federal government in 1977 to establish consistent categories for use by all federal agencies involved in monitoring civil rights and equal opportunity. These classifications do not purport to be scientific or anthropological in nature.

7. Underutilized groups and hiring goals: Prior to recruitment, the hiring unit should contact the campus EEO/AA Officer to determine whether the position is underutilized for women or minorities. The hiring unit should then document its affirmative action efforts. In section 7, specify the underutilized groups such as Women, Blacks, or Hispanics. The Reviewing Official (example: department or DPC chair) certifies that s/he has reviewed the hiring process from an EEO/AA perspective. Signature of EEO/AA Designee is optional, depending on campus or college procedures. The appointing official -- Dean, Director, or Provost -- must sign her/his approval on the last line certifying that s/he has audited the hiring process.
8. 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 employees' personnel files.

9. Overall scores (back of Form 17) are optional, depending on campus or department screening procedures. Overall scores are taken from separate evaluation or rating sheets and reflect the more detailed assessments of applicants' qualifications.
10. 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 job offer," or "incomplete application," if appropriate.