

Miami University Employment Recommendation

OFFICE: **ACADEMIC PERSONNEL** **HUMAN RESOURCES**

New Hire Promotion Transfer
 Reappointment Prior University Service From: (MM/YY) _____ To (MM/YY): _____
 Change in Title/Assignment From: _____

CAMPUS	EFFECTIVE DATE	END DATE
DIVISION	SALARY	Annual Monthly Hourly
DEPT./OFFICE	SPECIAL TERMS/FUNDING INFORMATION	
POSITION TITLE - RANK		
TENURE CRITERIA/YEARS CREDIT		
BANNER POSITION #	BANNER INDEX #	SUPERVISOR/LEAVE REPORT APPROVER (Name)

HR/Personnel Office Use: BANNER TITLE	FTE:
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LEAVE CATEGORY	HRS PER PAY
Faculty	OR Staff Appointment Limited Term OR Extended Appointment Eligible
Continuing	OR Temporary – Expiration Date _____
Full-Time (40 hrs per week)	OR Part Time – Hours per Week/Month: _____
9 Month 10 Month <input type="checkbox"/> 11 Month	12 Month <input type="checkbox"/> Other: _____

CANDIDATE RECOMMENDED SOCIAL SECURITY # _____ BANNER+ # _____

LAST NAME FIRST NAME MIDDLE NAME VISA STATUS _____

STREET ADDRESS CITY STATE ZIP PHONE

EEO/INFORMATION–To be completed by hiring unit Total number of applicants _____

Profile of Candidates Interviewed

Profile of Candidate Recommended

TOTAL #		WHITE	BLACK	OTHER MINORITY	H-CAP	VET
	Male					
	Female					

SEX	RACE	HANDICAP	VETERAN

INDICATE RECRUITMENT RESOURCES UTILIZED: (e.g., Publications, Organizations, etc.)

INDICATE REASON(S) FOR RECOMMENDING THIS CANDIDATE:

Approvals (As Required):

“I hereby affirm that Miami University’s Equal Employment Opportunity Statement of Policy has been adhered to as prescribed in our Affirmative Action Plan. All procedures prescribed in Section 3.3 and 6.1, as applicable, of the Miami University Policy and information Manual have been followed.”

TYPE NAME	SIGNATURE
UNIT SUPERVISOR/CHAIR _____	DATE _____
EXECUTIVE DIRECTOR _____	DATE _____
DEAN/DIRECTOR _____	DATE _____
VICE PRESIDENT _____	DATE _____
PRESIDENT _____	DATE _____

O.E.E.O. USE ONLY Remarks

JOB GROUP	GENERIC CODE	APPLICANT CHECKING #