

Miami University Employment Recommendation

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

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

CAMPUS	EFFECTIVE DATE	END DATE
DIVISION	SALARY <input type="checkbox"/> Annual <input type="checkbox"/> Monthly <input type="checkbox"/> 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:** _____

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 11 Month 12 Month Other: _____

CANDIDATE RECOMMENDED SOCIAL SECURITY # _____ BANNER+ # _____
 _____ VISA STATUS _____
 LAST NAME FIRST NAME MIDDLE NAME

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____

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

Profile of Candidates Interviewed

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

Profile of Candidate Recommended

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 #

Distribution of form by Personnel Office: **Academic:** White–Personnel; Blue–Dean; White–Originating Office; Yellow–Equity and Equal Opportunity; Green–Executive Director or other. Copy of Original to Payroll, Budget, Benefits, and other. **Human Resources:** HR; Benefits; Payroll; University Secretary; Budget.