

Position Name: **Administrative Specialist II - Housing and Residence Life**

Position Number: **17-61**

Applicant #: **1**

NAME: Ms. ██████████

Email: ██████████@gmail.com

Educational Requirements: A Bachelor's degree or three to five years related in office procedures is required.

Yes

No

APPLICATION COMPLETE:

YES:

NO:

INFORMATION REQUIRED

RECEIVED

NEEDED

1. Letter of Interest (referencing Pos.#: 17-61)

X

2. FMU Staff Application

X

3. Resume

X

4. Three References (names, addresses (both mail and email), and telephone numbers).

X

5. Copies of transcripts. (Official copies will be required of the successful candidate.)

X

College or University

Degree

Orig

Copy

Francis Marion University

BA

X

ADDITIONAL COMMENTS:

Have the following forms been returned? Reference Request Authorization Form

| RACE AND SEX | B/M | B/F | W/M | W/F | O/M | O/F |
|--------------|-----|-----|-----|-----|-----|-----|
| | | | X | | | |

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TO BE COMPLETED BY THE DEAN, DEPARTMENT CHAIR, OR CHAIR OF THE SEARCH COMMITTEE PRIOR TO A CANDIDATE BEING BROUGHT TO CAMPUS. Please check as appropriate.

Candidate: Meets minimum training/experience

Yes No

Interviewed

Hired

PLEASE COMPLETE AS APPROPRIATE.

| | |
|--|-------------------------------------|
| 1. Unsatisfactory work history | |
| 2. Unfavorable interview | |
| 3. Poor references received | |
| 4. Accepted other employment | |
| 5. Unable to contact | |
| 6. Did not keep scheduled appointment | |
| 7. Lacked preferred work experience | |
| 8. Lacked preferred educational requirement | |
| 9. Qualification not competitive with other applicants | |
| 10. Applicant declined offer (attach offer letter) | |
| 11. Unable to meet salary requirements | |
| 12. Withdrew | <input checked="" type="checkbox"/> |
| 13. Incomplete | |
| 13. Other reason (please explain): | |

I attest that the above to be true and accurate to the best of my knowledge.

Cheryl K. Tuttle
Dean, Department Chair, Screening Committee Chair or Department Head

7-6-17
Date