

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				

=====

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	
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