UNIVERSITY OF FLORIDA

Cooperative Extension Service
Institute of Food and Agricultural Sciences

APPLICANT CONSIDERATION RECORD

Instructions: Reflect all applicants who applied for this vacancy. Place an "X" in the "INT" box if the applicant was personally interviewed. The following order should be used in selecting candidates for referral to position vacancy.

1. Minimum and Special qualifications
2. Veteran's Preference (1-Yes, 2=No)
3. Currently working in the department
4. Race
5. Sex
6. Birth Date (40-70)
7. Physical Handicap (1=Yes, 2-No)
8. Performance ratings (current employees)
   References (new applicants)
9. Years of related experience
10. Education Level
11. Date of Employment (current employees)
12. Application Date

DISPOSITION LEGEND

1. Employee withdraw application
2. Candidate was not interviewed because:
   a. Layoff reassignment took precedence over all candidates.
   b. Does not meet minimum qualifications for the job
   c. More appropriate applicants selected for referral at this time. (Specify deficiency)
   d. Withdrew from this position only.
3. Candidate was appointed/ effective date.

DEPARTMENT: _____ CLASS TITLE:_____ LP#_____

SPECIAL REQUIREMENTS: _____

RACE CODES

1=Black	4=White
2=Hispanic	5=Pacific Islander/
3=American Indian	Oriental, other

NAME OF APPLICANT	IN HOUSE	1 REASE 2 DEMO 3 PROM	4 NEW	VET	RACE			SEX		BIRTH DATE	HCP PREF	EVAL REFER	REL EXP	EDUC LEVEL	CLASS OR EXP DATE	APP DATE	INT	DISPOSITION
					1	4	2,3,5	M	F									