Applicant Action Form – General Instructions

Introduction

The Applicant Action Form is a paper form originated by a department to communicate the desire to hire a new employee to the Senior Administrative Staff, Human Resources and the Payroll Department.

The data in this form is used to:

- Serve as a notice to the respective AAMU administrative staff that a target candidate has been identified.
- Request permission to extend an offer to the target candidate.
- Re-verify the budget capacity exists for the position that is to be filled by the target candidate.

Section 1: PREPARER

This section is used to specify the name and contact information of the person actually preparing the form for review. In the event that questions or issues may arise, all inquiries will be routed to this individual.

- **Prepared By** – The first and last name of the person preparing the form.
- **Date** – The date the form was completed by the preparer.
- **Email Address** – The email address of the person preparing the form.
- **Phone Number** – The phone number of the person preparing the form.

Section 2: GENERAL APPLICANT INFORMATION

This section is used to define critical background information regarding the target candidate and the subsequent position.

- **Department Name**
- **Announcement #**
- **Position Title**
- **Recommended Salary**
- **Step**
- **Budget Account #**
- **Justification for Salary**
- **Department Name** – The department requesting to extend an offer for the position.
- **Announcement #** – The job announcement number used to advertise the position.
- **Applicant Selected** – The full first, middle, and last name of the applicant/target candidate who has been selected for hire.
- **Position Title** – The title the target candidate is to occupy.
- **Application End Date** – The final date of the job advertisement.
- **Recommended Salary** – The desired salary proposed by the department to be extended to the applicant/target candidate.
- **Grade** – The desired pay grade for the target candidate.
- **Step** – The desired pay step for the target candidate.
- **Expected Start Date** – The desired date on which the target candidate is scheduled to report to work.
- **Budget Account #** – The appropriate account number from which the target candidate will be paid.
- **Justification for Salary** – Justification for desired salary based on comparable salaries in unit, regional data, institutional salary, & scale.

### Section 3: REQUIRED DOCUMENTATION INFORMATION

<table>
<thead>
<tr>
<th>Required Documentation</th>
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</thead>
<tbody>
<tr>
<td>□ Copy of Approved Personnel Requisition Form</td>
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<tr>
<td>□ Applicant’s Application for Employment</td>
</tr>
<tr>
<td>□ Applicant’s Official Transcript (If Applicable)[1]</td>
</tr>
<tr>
<td>□ Applicant’s Resume / Curriculum Vitae</td>
</tr>
<tr>
<td>□ Applicant’s Background Check (If Applicable)[2]</td>
</tr>
</tbody>
</table>

(1) – Documents should only be included if submission of transcripts were required with the original application.

This section is to serve as a checklist to ensure that all of the required documentation is attached to the Applicant Action Form packet to ensure that the target candidate’s credentials are sufficient such that s/he qualify for the position as advertised.

- **Copy of Approved Personnel Requisition Form** – Copy of the original Personnel Requisition Form with corresponding completed signature approvals.
- **Applicant’s Application for Employment** – Target candidate’s completed and most recent application.
- **Applicant’s Official Transcript** – Only required in cases where transcripts were required as a part of the original application.
- **Applicant’s Background Check** – Only required in cases where background checks were required as a part of the original application.
- **Applicant’s Resume/Curriculum Vitae** – The most recent copy of the applicant’s resume and/or curriculum vitae.
Section 4: APPROVALS INFORMATION

This section is used to define the required signatures before a written or verbal offer may be extended to the target candidate/applicant. To ensure efficient and effective processing time, please do not include any additional signatures other than those required.

Please note: No verbal or written offer may be extended without WRITTEN APPROVAL of the President.

Section 5: COMPLETION INFORMATION

1. Complete all sections as necessary. Any forms without complete information and corresponding required documentation will not receive final approval.
2. Print & save final version of the form.
3. Route hard-copy for necessary signatures.
4. Human Resources will notify preparer when approved version has been received such that an offer may be extended to the target candidate.