# EMPLOYEE SELECTION REPORT

**(INCLUDING APPLICANT TRACKING INFORMATION)**

**The DDS supervisor/manager who has been authorized to fill a position vacancy must complete the highlighted portions of this form. The form must be completed whether a position is filled via hire, promotion, transfer, layoff list or any other employment selection process.**

**1. Indicate Region, Southbury Training School or Central Office _____**

**2. Vacancy, Job Title _____ 3. B.U. _____ 4. PC# _____**

**5. Check One: ☐ Permanent ☐ Temporary or Durational**

**6. Check One: ☐ Full Time ☐ Part Time**

**7. Worksite, Town/City _____ 8. Start Date: _____**

**9. Indicate (check one or more below), the affirmative action out-reach efforts you initiated:**

- ☐ **Utilized, exclusively, applicants referred by the DDS Human Resources Office**
- ☐ **Utilized media advertising…Describe: _____**
- ☐ **Utilized outside referral resources, e.g., Hispanic community organization, NAACP, college or university placement office, etc. Describe: _____**
- ☐ **Encouraged employees, who are participants in the DDS Upward Mobility Program, to apply for the available opportunity**
- ☐ **Contacted other supervisors or managers for assistance in identifying employees who are participants in the DDS Upward Mobility Program**
- ☐ **Requested assistance from the DDS Equal Employment Opportunity Division**
- ☐ **Other "affirmative action" initiatives…Describe: _____**
- ☐ **Implemented none of the above**

**10. Check the under utilized group(s) identified in the Affirmative Action Goals applicable to this vacancy:**

| | | | |
|---|---|---|---|
| ☐ White male | ☐ White female | ☐ Black male | ☐ Black female |
| ☐ Hispanic male | ☐ Hispanic female | ☐ Other male | ☐ Other female |

**11. Name, Job Title and work-phone number of selecting supervisor/manager completing this form:**

**Name _____**

**Job Title _____ Work Phone _____**

**12. List Name(s) and Job Title of anybody else on the interview panel:**

**_____**

**13. Name of Human Resources staff who reviewed this ESR once supervisor/manager completed:**

**_____**

**For assistance, please contact your Human Resources office or Lorna Reid (EEO Assistant) in Hartford at (860)418-6022.**

| Seq* | List each applicant in rule order by name with seniority (if applicable)<br><br>Seniority as of: _____ | RACE | SEX | Current Job Title, Part time or Full time, & Work Location Including City (If State Employee) | Qualified Candidate Yes or No | Interview Conducted Yes or No | Position Offered Yes or No | Offer Accepted Yes or No | Supporting information for candidate selection or rejection (refer to instructions below) |
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**Candidate Selected:** _____

Would the selection of this candidate meet an affirmative action goal? ☐ Yes ☐ No

**An important note about supporting information for applicant selection or rejection (refer to final column, above):**
It is essential that the supervisor/manager completing this report include pertinent supporting information for each applicant. The final column (above) must not be left incomplete. Supporting information must be precise and relevant. Please avoid the phrases "best qualified" and "better candidate chosen." Both of these comments are too general. Instead, provide information that specifically describes the deciding factors used in determining why an applicant was selected or rejected. Refer to specific experience requirements, education/training, specific skills, knowledge, etc.

*****Candidates are in order according to the "Rules Of Selection" per the collective bargaining agreements and The Department of Administrative Services. Descriptions of the rules/sequences are attached. Some rules are mandatory "M" while others are optional "O".

Supervisor/manager, please check to see that you've fully completed all highlighted portions of this form and then send the completed form via email to your Human Resources liaison who will review and will then forward it to the Equal Employment Opportunity Division.

This form **MUST** be completed, returned to HR, and approved prior to a conditional offer being made. Otherwise, candidate is **NOT** authorized to be placed in position!