

**THE UNIVERSITY OF GEORGIA  
COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCE  
REQUEST FOR APPROVAL TO HIRE IN AN UNDERREPRESENTED GROUP  
(Faculty or Classified)**

This form must be completed and authority requested to offer a position to a candidate in an underrepresented job group who will not increase the representation of the underrepresented group. No job offer is to be made without the prior approval of the Dean and Director or his/her designee.

I. Position Information

Job Classification Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Position Number: \_\_\_\_\_ Date Posted: \_\_\_\_\_ Date Closed: \_\_\_\_\_

Appointment: Teaching \_\_\_\_\_ Research \_\_\_\_\_ Extension \_\_\_\_\_

Name of Person Replaced: \_\_\_\_\_

Gender: \_\_\_\_\_ Race: \_\_\_\_\_

II. EEO Information

Describe the proactive actions you took to increase the number of applicants from underrepresented groups. (If additional space is needed, attach statement to this form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Underrepresented Job Group Name: \_\_\_\_\_

Underrepresented Job Group Number: \_\_\_\_\_

Underrepresented Group: (check one or both, as appropriate)

Minority: \_\_\_\_\_ Female: \_\_\_\_\_

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Page 2

III. Applicant Information

Number of Applications Received: \_\_\_\_\_

Number of Applicants Interviewed: \_\_\_\_\_

Of Those Interviewed: Number of Minorities: \_\_\_\_\_ Number of Females: \_\_\_\_\_

IV. Candidate Hiring Information and Reasons for Selection

Name of Candidate: \_\_\_\_\_

Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Reasons for Selection: (If additional space is needed, attach statement to this form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Unit Approval

This unit, in seeking approval to hire, asserts that no candidate from the underrepresented group is the best-qualified candidate; that there is no need to continue the search to obtain a more representative pool; and that the candidate proposed for hire is demonstrably the best qualified in terms of the job-related criteria which are set out in the position announcement or posting sheet. Documentation is on file in the hiring unit to support this approval.

**Only the Appropriate Administrators Are Required to Sign This Form**

\_\_\_\_\_  
Department/Unit Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean and Director

\_\_\_\_\_  
Date