

Release of Applications of External Candidates

SEARCH _____ **POSITION** _____
Requisition# Job Title and Department Name

The collective bargaining agreement with SEIU Local 509 requires that the applications of internal candidates for bargaining unit positions be considered prior to those of external candidates. Only in three situations may the search committee receive and consider the applications of external candidates. They are:

1. If the department head or chair of the search committee evaluates the pool of internal candidates and finds that the composition of the pool is insufficient for the search to proceed ,i.e., the number of qualified applicants in the internal pool is less than the number of finalists to be recommended to the department head; or
2. If the Affirmative Action office determines that the internal pool of candidates does not meet Affirmative Actions guidelines; or
3. If the department/unit head is not satisfied with the finalists recommended by the search committee from the internal pool of candidates.

The applications of external candidates will not be released by the Employment Office unless the department head or chair of the search committee certifies that one of the above situations exists.

CERTIFICATION

I certify that I have read the above statement and that one or more of the above situations exists.

_____ Print Name	_____ Signature	_____ Date
_____ Department	_____ Title	_____ Phone
_____ Address		