

**Roger Williams University**  
**Recommendation for Approval of Candidate Selection (RACS)**

1. Name of Candidate: \_\_\_\_\_

*\*Please attach resume and employment application*

*\*For dining and athletic positions only, attach employment application and signed background investigation*

2. Position Title: \_\_\_\_\_

3. Recommended Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Requisition #: \_\_\_\_\_

*\*Note: Candidate will not be provided an official start date until the background check has been completed*

4. Salary/Wage: \$ \_\_\_\_\_  Yearly  Hourly

5. Hire Category (check one):  New Hire  Promotion  Rehire  Lateral Transfer

6. Have three (3) professional references been checked and are they attached?  Yes  No

7. Have the appropriate departments been contacted to order equipment?  Yes  No

8. Are there any special terms or employment?  Yes  No

Relocation  Sign on Bonus  Other, please list: \_\_\_\_\_

8. Number of Individuals Interviewed: \_\_\_\_\_

9. Candidate selected is most qualified based on: \_\_\_\_\_

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I am recommending the above candidate for employment.

\_\_\_\_\_  
Hiring Manager

\_\_\_\_\_  
Department/School

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Division SVP/VP/Dean of Law School

\_\_\_\_\_  
Department/School

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Approval

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

(Includes presidential authorization where appropriate & in accordance with policy)

**FOR HR USE ONLY**

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Number of Applications Received: \_\_\_\_\_ Number of Applicant Data Cards Returned: \_\_\_\_\_

**Composition of Applicant Pool (Data from Applicant Data Cards):**

Males: \_\_\_\_\_ Females: \_\_\_\_\_

Disabled: \_\_\_\_\_ Veteran: \_\_\_\_\_

**Ethnicity**

Hispanic/Latino: \_\_\_\_\_ Not Hispanic/Latino: \_\_\_\_\_

**Race**

American Indian or Alaska Native: \_\_\_\_\_ Asian: \_\_\_\_\_ Black or African American: \_\_\_\_\_

Native Hawaiian or Pacific Islander: \_\_\_\_\_ White: \_\_\_\_\_

Approved by EEO/Diversity Officer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_