

**FORMS
WHAT? WHY? WHEN?**

Form Name	Purpose/Use	Place in Search
Position Announcement Authorization Form with Instructions	Used to seek/obtain authorization to hire. Instructions for completing the form are included.	At the beginning!
EEO Survey Postcard or URL link	Used by HR to collect data on that part of the applicant pool that completes the form.	Postcard is sent out with the acknowledgement letter; returned by the applicant directly to HR. Or, alternatively, the URL link is included in an acknowledgement e-mail message.
Faculty Application Dossier	Contains information for candidates including directions for writing the essay as well as information about other application requirements.	Although the timing is somewhat department and/or search dependent, a Complete Dossier includes resume, letters of recommendation, research proposal/paper, and an essay.
Human Resources Campus Interview Information Form	Completed by those candidates who have an on-campus interview.	Sent to and returned by the candidate prior to arrival on campus. (Can be mailed or faxed.)
Employment Recommendation Form with Instructions	Used to recommend that an offer be made to a particular candidate. Instructions for completing the form are included.	At the end!

Forms can be downloaded from the Academic Affairs homepage at
www.loyola.edu/academics/academicaffairs
 Click on Information for Chairs.