

SELECTION QUESTIONNAIRE

(Hiring, Promotion, Transfer, etc.)

NAME: _____

DATE: _____

Please answer all of the following to the best of your ability. If a question does not seem to apply to you, move on to the next one.

1. Name of Position you applied for: _____

2. How did you learn of the vacancy?

3. What were the requirements for the position?

4. What were the requirements for the position?

5. Describe how you met all of the known requirements.

6. Name of Position you applied for: _____

7. Did you apply in writing or orally? _____

8. What was the name and title of the person to whom you addressed your application, or if done orally, to whom did you indicate you had an interest in the position in question? _____

9. Were you interviewed for the position? If yes, how many times? For each time you were interviewed, identify by name and title the person(s) who interviewed you. _____

10. Were you given any type of written or oral test? If yes, describe the type of test and the results, if known:

11. How and when were you notified that you were not selected for the position?

12. What reason(s) was/were given for not selecting you?

13. What is the name and title of the person who notified you that you had not been selected? _____

14. Was the person identified in Question #13 the person who made the selection? _____.
If not, identify (if known) the name and title of the person who made the selection. _____

15. If you know, name the person who got the position you applied for:

16. What is that person's sex_____, race_____, national origin_____, approximate age_____.

17. Did that person meet the stated requirements for the position? _____

18. If he/she did not meet the requirements, in what way did he/she not meet them?

19. Why do you believe you should have been selected instead of the person who was selected?

20. Why do you believe you were not selected because of your race, sex, color, religion, national origin, age, disability, or in retaliation for having opposed a practice made unlawful by one of the statutes administered by EEOC?

I declare under penalty of perjury that all of the information I have given in this document is true and correct to the best of my knowledge.

Signature

Date