

University of Hawai'i  
**CIVIL SERVICE SELECTION FORM 17A**

This form is required for all civil service employees (except emergency and exempt appointments). The data is used to prepare federally-mandated reports. Instructions are attached.

1. Name of Selectee: \_\_\_\_\_ Sex: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
*Last First M.I.*

Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position No. \_\_\_\_\_ SR/WB: \_\_\_\_\_

FTE: \_\_\_\_\_ Appointment Period: \_\_\_\_\_ to \_\_\_\_\_ Source of Funding: \_\_\_\_\_

2. a)  Temporary Appointment or  Permanent Appointment

b)  New Hire or  Transfer or  Promotion

If Transfer or Promotion, indicate below the position selectee is leaving:

Position Title: \_\_\_\_\_ SR/WB: \_\_\_\_\_  Temporary or  Permanent

Agency/Department: \_\_\_\_\_ Campus: \_\_\_\_\_

3. Total No. of Applicants: \_\_\_\_\_ Total No. of Female Applicants: \_\_\_\_\_ Total No. of Male Applicants: \_\_\_\_\_  
 No. Female Applicants: **CA** \_\_\_\_\_ **AA** \_\_\_\_\_ **HS** \_\_\_\_\_ **AI** \_\_\_\_\_ **NHOPI:** HW \_\_\_\_\_ SA \_\_\_\_\_ OP \_\_\_\_\_  
**AS:** JP \_\_\_\_\_ CH \_\_\_\_\_ KO \_\_\_\_\_ FI \_\_\_\_\_ IN \_\_\_\_\_ OA \_\_\_\_\_ **NO** \_\_\_\_\_  
 No. Male Applicants: **CA** \_\_\_\_\_ **AA** \_\_\_\_\_ **HS** \_\_\_\_\_ **AI** \_\_\_\_\_ **NHOPI:** HW \_\_\_\_\_ SA \_\_\_\_\_ OP \_\_\_\_\_  
**AS:** JP \_\_\_\_\_ CH \_\_\_\_\_ KO \_\_\_\_\_ FI \_\_\_\_\_ IN \_\_\_\_\_ OA \_\_\_\_\_ **NO** \_\_\_\_\_

4. Are women or minorities underrepresented for this position? If yes, specify group(s): \_\_\_\_\_

I have reviewed this action from an EEO/AA perspective and certify as follows (check if "yes"):

EEO/AA status improved. Specify underrepresented group(s): \_\_\_\_\_

No EEO/AA improvement: reason for lack of improvement: \_\_\_\_\_

No underrepresented group

\_\_\_\_\_  
*Signature of Reviewing Official Print Name Date*

\_\_\_\_\_  
*Signature of EEO/AA Designee (if applicable) Print Name Date*

\_\_\_\_\_  
*Signature of Chancellor, Dean, or Director Print Name Date*  
*(if other than Reviewing Official)*

