

**CLASSIFIED STAFF LTE CANDIDATES LOG**

(If you need additional space, please copy this form.)

**DIVISION:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_ **UDDS #:** \_\_\_\_\_

**CLASSIFICATION:** \_\_\_\_\_

**PERSON SELECTED:** \_\_\_\_\_ **SEX:** \_\_\_\_\_ **RACE:** \_\_\_\_\_

**JUSTIFICATION CODE:** \_\_\_\_\_ **SELECTED CANDIDATE HIRE DATE:** \_\_\_\_\_

Summarize data from Interviewed Candidates Information Forms.  
If you cannot provide an item, please leave it blank.

#	NAME OF CANDIDATE	S	R	REFERRAL SOURCE

Males						Females						Total	Total Female
1	2	3	4	5	6	1	2	3	4	5	6		

**CODES:**

**SBSEX:**  
MBMale  
FBFemale

**RB RACE:**  
1BBlack, not of Hispanic origin  
2BAsian or Pacific Islander  
3BAmerican Indian or Alaskan Native  
4BHispanic  
5BWhite, not of Hispanic Origin  
6BUnknown Ethnicity

**REFERRAL SOURCE:**  
JSBJob Service  
OBOther (Explain)

**JUSTIFICATION CODE:**  
ABServed in this position or a similar position previously.  
BBHas superior relevant education and/or training for this position.  
CBHas greater or more relevant experience for performing the duties of this position.  
DBDemonstrates superior ability to perform key tasks required in this position.  
EBReceived more favorable recommendations.  
FBOther (Attach explanation.)

Person Making Hiring Decision \_\_\_\_\_ Date \_\_\_\_\_

Personnel Representative \_\_\_\_\_ Date \_\_\_\_\_

***Attach this log to the LTE Action Form, LTE Request/Report Form, Employee Self-ID, and W-4 completed for the new hire to this appointment.***