

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: \_\_\_\_\_

For Community Colleges, indicate Job Group: \_\_\_\_\_

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: W \_\_\_ B \_\_\_ Hisp \_\_\_ NA \_\_\_ API: J \_\_\_ C \_\_\_ K \_\_\_ F \_\_\_ H/PH \_\_\_ S \_\_\_  
I \_\_\_ O \_\_\_ (specify: \_\_\_\_\_)

No. Male Applicants: W \_\_\_ B \_\_\_ Hisp \_\_\_ NA \_\_\_ API: J \_\_\_ C \_\_\_ K \_\_\_ F \_\_\_ H/PH \_\_\_ S \_\_\_  
I \_\_\_ O \_\_\_ (specify: \_\_\_\_\_)

4. Are women or minorities underutilized (U\*\*) for this position? If yes, specify groups(s): \_\_\_\_\_

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

EEO/AA status improved. Specify underutilized (U\*\*) group(s): \_\_\_\_\_

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

No underutilized group

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

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

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

<b>NAME OF APPLICANTS &amp; SELECTEE</b> (Additional pages may be added as necessary)	SEX	RACE or ETHNICITY (best guess)	WAS APPLICANT INTERVIEWED?	<b>REASON FOR NONSELECTION</b> (Include candidates who "withdrew from consideration" & those who "declined job offer")

## **INSTRUCTIONS FOR PREPARING CIVIL SERVICE SELECTION FORM 17A**

The Form 17A is required for all civil service employees, except emergency and exempt appointments. Send all completed Forms 17A to the campus EEO/AA Officer.

1. **Appointment information:** This section is self-explanatory.
2. **The following definitions are specific to the Form 17A and may differ from personnel codes or civil service definitions:**
  - a.. **Permanent Appointment:** All persons appointed to permanent positions and who are eligible for employment security.
  - b. **New Hire:** Selectee is on the list of eligibles and comes from another UH Campus or state government agency, or the private sector. Examples: Clerk IV from the Department of Health is hired as a Clerk IV at UH; Secretary I from KCC is hired as Secretary II at UHM.
  - c. **Transfer:** Selectee moves to a different position within the same campus at the same or lower salary. Example: a Clerk IV (SR-10) in the LCC Business Office transfers to a Clerk IV (SR 10) position in the LCC Provost's Office.
  - d. **Promotion:** Selectee moves to a different position within the same campus at a higher salary. Example: A Library Assistant IV (SR-09) at UHM Hamilton Library accepts an appointment as a Clerk IV (SR-10) in the UHM Admissions and Records Office.
3. **Number of applicants by sex and ethnicity:** Employers may not inquire about an applicant's sex or ethnicity; however, federal affirmative action regulations require employers to invite voluntary disclosure. Employers must also document their affirmative action efforts and results by collecting data on applicants and new hires. Sex and ethnicity designations for job applicants are usually based on a "best guess" through visual appraisal, surname, or self-declaration of which ethnic group the applicant identifies with most. Use the following definitions and abbreviations:

**White (W):** A person, not of Hispanic origins, having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (B):** A person, not of Hispanic origins, having origins in any of the black racial groups of Africa.

**Hispanic (Hisp):** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**Native American (NA):** American Indian or Alaskan Native; a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliations or community recognition.

Asian/  
Pacific  
Islander  
(API)

A person having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or the Pacific Islands. Specify number who are Japanese (**J**), Chinese (**C**), Korean (**K**), Filipino (**F**), Hawaiian or Part-Hawaiian (**H/PH**), Samoan (**S**), Indian Subcontinent (**I**) (i.e., Afghanistan, Bangladesh, India, Nepal, Pakistan, and Sri Lanka), or Other Asian/Pacific Islander (**O**).

The five major ethnic designations were developed by the federal government in 1977 to establish consistent categories for use by all federal agencies involved in monitoring civil rights and equal opportunity. These classifications do not purport to be scientific or anthropological in nature.

4. **Underutilized groups and hiring goals:** Prior to receiving the list of eligible candidates, the hiring unit should contact the campus EEO/AA Officer to determine whether the position is underutilized for women or certain minority groups. The hiring unit should then document if it has been able to achieve its affirmative action goals. In section 4, specify the underutilized groups such as Women, Blacks, or Hispanics. The **Reviewing Official** (example: department or DPC chair) certifies that s/he has reviewed the selection process from an EEO/AA perspective. Signature of **EEO/AA Designee** is optional, depending on campus or college procedures. The appointing official -- **Dean, Director, or Provost** -- must sign her/his approval on the last line certifying that s/he has audited the hiring process.
  
5. **Reasons for nonselection** (back of Form 17A) should be brief job-related explanations of why the applicants were rated lower than the selectee. Specify "**withdrew from consideration**" if the candidate on the civil service list was no longer interested or available. Specify "**declined job offer**" if the candidate was offered the position but declined.