

## Form OSER DAA-11 Written Hiring Reason for Classified and Project Appointment

(Complete this form for each new hire and promotion in permanent classifications and project positions.)

Agency	Secondary Unit (Div., Bureau, etc.)
Position Classification	Certification Number
Name of Person Appointed	Date of Appointment

**Appointment Type:**  Permanent Classification Position or  Project Position  
**Appointment For:**  New Hire or  Promotion

**1. Hiring Decision** (Check ALL that applies.)

- A.  A veteran, or a spouse of a veteran, as defined in s. 230.03 (14) was hired. (Service in designated wartime period is required)
- B.  A person with a disability was hired.
- C.  The position is in a job group that is underutilized for racial/ethnic minorities, and a racial/ethnic minority was hired.
- D.  The position is in a job group that is underutilized for women, and a woman was hired.
- E.  None of the above.

**If A, B, C, or D is checked, skip the rest and sign the form. If E is checked, complete Sections 2, 3, and 4.**

**2. Written Hiring Reason** (Describe the reason for selecting the successful candidate over the other applicants.)

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**3. Statistical Summary** (Check ONE box below which describes the most significant reason given in Section 2 for selecting the person who was appointed.)

- A.  The selected person served in this position or a similar position previously.
- B.  The selected person has superior relevant education and/or training for this position.
- C.  The selected person has greater or more relevant experience for performing the duties of this position.
- D.  The selected person demonstrates superior ability to perform the key tasks required in this position.
- E.  The selected person received more favorable recommendations.

**4. Additional Information** (Check all that applies.)

- A.  There were no veterans on the certification list.
- B.  The position is in a job group that is underutilized for racial/ethnic minorities. There were no racial/ethnic minorities on the list.
- C.  The position is in a job group that is underutilized for women. There were no women on the list.
- D.  There were no self-identified persons with disabilities on the list.
- E.  Persons from A, B, C or D above were on the list, but all either declined an offer, failed to report, were not available, were not located; or were not interested in, or eligible for, the position..

**The information above is accurate and completed by:**

Signature	Date
Name (Print)	Title