

## Department of Juvenile Justice

### SELECTION REPORT

Title of Vacancy Filled: \_\_\_\_\_

Job No.: \_\_\_\_\_ Pay grade: \_\_\_\_\_ Position Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Facility Unit: \_\_\_\_\_

Position Status Prior to Being Filled: (check one): Classified: \_\_\_\_\_ Unclassified: \_\_\_\_\_

**APPLICANTS:**  
 Number of persons actively considered by interviewing or screening. Does not include persons who remove themselves from consideration, or those who fail to meet minimum qualifications.

White M	White F	Black M	Black F	Asian M	Asian F	Native Am M	Native Am F	Hisp M	Hisp. F	Multi-Race M	Multi-Race F

Number of applicants in the following designations:

Current Classified Employees	Current Unclassified Employees	Not Current State Employees

**SELECTEE:**  
 Race and Gender –Please check one of the following:

White M	White F	Black M	Black F	Asian M	Asian F	Native Am M	Native Am F	Hisp M	Hisp. F	Multi-Race M	Multi-Race F

Statutes of selectee prior to selection – Please check one of the following:

Current Classified Employee	Current Unclassified Employee	Not Current State Employee

**METHOD OF FILLING VACANCY:**  
 Please check one of the following:

Appointment	Promotion	Transfer	Demotion	Other

If you checked "Other" above, please explain: \_\_\_\_\_

\_\_\_\_\_

Were others involved in the selection process? (check one) Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how? \_\_\_\_\_

Initial screening done by: \_\_\_\_\_

Interviews done by: \_\_\_\_\_

Person making selection: \_\_\_\_\_

Title: \_\_\_\_\_

It is the policy of the Georgia Department of Juvenile Justice not to consider factors such as race or sex in the normal course of conducting its business. In order to monitor actions to ensure compliance with the policy of nondiscrimination, the Department requires that certain records, including this selection report, be maintained. Any questions regarding use of this form should be directed to the DJJ Employment Relations/EEO Unit at (404) 508-7256 or (404) 508-6643.

**Forward completed form to DJJ Human Resources as part of the employment package.**