

Person of Interest (POI) Request Form

Recruiting Solutions 9.1

Department of Human Resources – HR Customer Service Center

Phone: (860) 486-3034 ♦♦ Fax: (860) 486-0378

A **Person of Interest** is a non-employee who you wish to grant access to a job opening. Once the individual has been established as a Person of Interest they may be assigned to a hiring team of a specific job opening as an Interviewer or as an Interested Party. Interviewers (search committee member) have limited view access: job openings, applicant materials and access to download the hiring matrix. Interested Party (Search Administrator) has similar access as the creator for viewing and editing job openings and evaluate applications matrix.

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Requested Effective Date: _____

Person of Interest Personal Data:

Net ID (Required) _____ Employee ID (if one exists) _____

To request an Affiliate Net ID: <http://www.affiliate.uconn.edu/>

Prefix: _____ First Name: _____ Middle Initial: _____

Last Name: _____ Suffix: _____

Address 1: _____

Address 2: _____

Address 3: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cellular Phone: _____

E-mail: _____

E-mail Type (Business, home, etc.): _____

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Department: _____

Department Contact: _____ Department Contact Phone: _____

Please send completed forms via e-mail to HR@uconn.edu. Hand written forms may be faxed to 860-486-0378.

For HR use only: Date Entered: _____ Entered by: _____

POI ID: _____ POI Effective Date: _____ Date Dept Notified: _____

Issue Log#: _____ Login ID: _____ IntlPw: _____

Notes: _____