

# 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.

◇◇◇◇◇◇◇◇◇◇

**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.): \_\_\_\_\_

◇◇◇◇◇◇◇◇◇◇

Department: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Department Contact Phone: \_\_\_\_\_

Please send completed forms via e-mail to [HR@uconn.edu](mailto: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: \_\_\_\_\_