

**EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheet**

**Program:** \_\_\_\_\_

The Review Panel recommends the following personnel, in rank order, for attendance at the \_\_\_\_\_ during FY14 (use an additional sheet if necessary):

<u>Name</u>	<u>Action Taken</u>	<u>Comment(s)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

\_\_\_\_\_  
Review Panel Member #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Panel Member #2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Panel Member #3

\_\_\_\_\_  
Date

**EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheet**

**Program:** \_\_\_\_\_

**Please return to the EMCBC Training Officer by:** \_\_\_\_\_

**Instructions for the Review Panel Chair:** This document is valid only for the program indicated. The action taken on EACH candidate must be annotated to the right of the candidate's name using one of the following codes:

S = Selected

NS = Not Selected

D = Declined

Document reason(s) for selection variations from the Review Panel's recommendations, and applicants(s) that decline consideration. Selection(s) should be made by the return date identified above. Extensions should be requested in advance of the return date, and you should provide justification as to why it is being extended. If a selection is not made, the Review Panel Chair must state the reason(s) in writing for non-selection below.

**Comments (use additional sheets if necessary):**

By my signature, I certify that I have not unlawfully discriminated in selecting the above applicant(s) for this position.

\_\_\_\_\_  
Ralph Holland, Deputy Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Civil Rights and Diversity Representative

\_\_\_\_\_  
Date

Please return this document, along with all additional supporting documentation, to the EMCBC Training Officer by the return date identified above.