

AFFIRMATIVE ACTION RECRUITMENT REPORT

For Faculty and Postdoctoral Searches

1. After selecting a candidate, complete this report, include all required attachments, and forward it for signature to the appropriate administrators in the order indicated below.
2. For faculty and postdoctoral staff, attach evidence of efforts made to attract qualified applicants from any of the groups for which the University is required to take affirmative action to employ and advance in employment: minorities, women, individuals with disabilities, Vietnam era veterans and special disabled veterans. Documentation should include job announcement; list of advertisement and recruitment sources; correspondence with minority and women's groups; professional associations, universities, etc.
3. For faculty positions, in addition to successful candidate's application, attach applications from minorities and women. For postdoctoral appointments, attach all resumes/CVs.
4. **This report must have all approving signatures before the position is offered to the selected candidate**

Candidate _____

Last Name	First Name	MI	Race	Sex
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Position _____ **Position Control #** _____ **Req. #** _____

Department _____ **Proposed Salary** _____ **Start Date** _____

Describe the applicant pool for this position. Please indicate with an asterisk (*) those individuals who were interviewed. RACE CODES: A = Asian or Pacific Islander, AI = American Indian or Alaskan Native, B = Black, H = Hispanic, W = White. In the 4th column, place the initials of the person(s) who screened the individual out of the selection process. **Based on the job description and the minimal requirements for the position, give the specific job-related reason(s) for not selecting each applicant.**

You may list applicants on an attached sheet if necessary, providing the information identified below for each.

	<u>Applicant Name</u>	<u>Sex</u>	<u>Race</u>	<u>Screened By</u>	<u>Reason(s) NOT Selected</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

1. Supervisor/Principal Investigator	DD-MON-YR	4. Director, Affirmative Action	DD-MON-YR
2. Department Chair/Director	DD-MON-YR	5. Provost/President (for faculty positions)	DD-MON-YR
3. Dean/Vice President	DD-MON-YR	6. Human Resources	DD-MON-YR