

# SUMMARY OF AFFIRMATIVE ACTION RECRUITING ACTIVITY FOR FACULTY AND NON –TEACHING PROFESSIONAL POSITIONS



*This form is required in order to summarize applicant flow and recruitment information as required for compliance with federal regulations. All records resumes, vitae, correspondence, accumulated by the hiring unit during recruiting activities should be retained for 3 years and made available to the Office for Diversity and Affirmative Action or designated committees in order to comply with Affirmative Action and Equal Employment Opportunity policies of the University. The primary responsibility for recruiting rests with the hiring department or search committee. This report will be used in the event of litigation or compliance review by a State or Federal Agency. All categories should contain thorough and accurate information.*

Prepared by: (Name,Title) \_\_\_\_\_, Chair of the Search

## POSITION DATA

Official State/RF Title: \_\_\_\_\_ Local Title: \_\_\_\_\_

Department: \_\_\_\_\_ Account No.: \_\_\_\_\_

Salary Grade/Rank: \_\_\_\_\_ Line No.: \_\_\_\_\_ • Existing or • New?

## PRE-SEARCH ACTIVITIES

**RECRUITMENT PLAN-** *These are the required elements to be completed and approved by the AA/EEO committee prior to posting. Attach copies of all relevant materials and check when completed.*

•or N/A	1. List the <b>membership</b> of the Screening/Search Committee (minimum of three including the chair.) Include the name, title and department for each member.
	2. Provide a copy of the <b>resume</b> screening device or rating form. List the selection criteria used to evaluate each applicant's qualifications and the method for ranking candidates.
	3. Provide a copy of the <b>interview</b> evaluation form and a list of general topic area questions that will be asked of all candidates (standardized questions.)
	4. Provide a copy of any other <b>rating instruments</b> * used in screening minimum or preferred qualifications of candidates (i.e. Testing instruments, writing sample) <i>*Note: must be approved by the Office for Diversity and Affirmative Action prior to usage.</i>
	5. Attach outline of <b>recruitment plan</b> . Include detailed activities to locate African-American, Latino, Asian/Pacific Islanders, American Indian/Alaskan Natives and Women. (Check all that are used:) <ul style="list-style-type: none"> <li>• <b>Advertising</b> – Newspapers, Professional Journals, Specialized Publications (attach ad copy and publications list)</li> <li>• <b>Mailings</b> to professional organizations (attach sample letter and organization list)</li> <li>• Posting on <b>Internet/World Wide Web</b> listing (attach ad copy and list the sites used)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Telephone contact</b> (list names and telephone numbers of individuals and organizations contacted)</li> <li>• <b>Other</b> outreach activities (describe)</li> </ul>
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• Approved Signature AA/EEO Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Has there been underutilization identified for this job group?      • Yes   • No

If yes, for which group(s)?                      • Female      • African American/Black   • Latino/Hispanic      •  
 Asian/Pacific Islander  
    • Native American/ Alaskan Native

Date Posted: \_\_\_\_\_ Posting Reference No.: \_\_\_\_\_

# MID-SEARCH

**INTERVIEW POOL SUMMARY**—*This section must be completed and approved by the AA/EEO committee prior to interviewing candidates. Applicant flow summary data may also be requested from the Office for Diversity and Affirmative Action for use in the AA/EEO committee’s review of finalists.*

Total Applicants/resumes received: \_\_\_\_\_ Total qualified: \_\_\_\_\_ Total to be interviewed: \_\_\_\_\_

Summary of **persons to be interviewed** (attach additional sheets if necessary.) Ethnic codes may be found on page 3:

Name of Applicant	Gender	Ethnic Group	Highest Degree/ Education level	Amount of Related Experience

Summary of **persons qualified, but not interviewed** (attach additional sheets if necessary.) Ethnic codes may be found on page 3. Indicate reasons for non-interview using: 1. Lacking preferred qualifications 2. Less qualified than other candidates  
3. Insufficient experience (please detail) 4. Withdrew application 5. Declined interview 6. Other – (please detail)

Name of Applicant	Gender	Ethnic Group	Highest Degree/ Education level	Amount of Related Experience	Reason for non-interview

Summary of **persons not qualified** (all applicants who did not meet minimum.) Attach additional sheet(s) outlining applicant’s name, gender, and ethnic group.

If no African American, Latino, Asian, or Native Americans are to be interviewed, why not?

If no women are to be interviewed, why not?

- Followed outlined recruitment plan  
comments below)

- Did not follow outlined recruitment plan (add

- **Approved** Signature AA/EEO Committee representative: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

# POST-SEARCH/PRE-HIRE

**FINAL CANDIDATE SUMMARY**—*This section must be completed and approved by the AA/EEO committee prior to official offer being made to proposed candidate*

Summary of **persons who were not selected** (attach additional sheets if necessary.) Indicate reasons using:  
 1. Lacking preferred qualifications 2. Lacks interpersonal skills 3. Insufficient Experience (please detail) 4. Withdrew application (give reason if known) 5. No show for interview 6. Declined interview 7. Negative references 8. Second Choice  
 9. Other - (please detail)

Name of Applicant	Gender	Ethnic Group	Reason for non-select (justification for non-hire)

The following ethnic codes, as defined by federal regulations, are to be used by the hiring unit and the office of the appropriate Vice President when reporting:

Code 1	Code 2	Code 3	Code 4	Code 5
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<p>White (not of Hispanic origin.) A person having origins in any of the original peoples of Europe, North Africa or the Middle East</p>	<p>Black (not of Hispanic origin.) A person having origins in any of the racial groups of Africa.</p>	<p>Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p>Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This are includes for example, China, Japan, Korea, the Philippine Islands and Samoa.</p>	<p>American Indian or Alaskan Native. A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.</p>
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Note: Persons not having origins in one of the groups given above, but having assumed names that are associated with such groups, **are not** identified on the basis of the assumed names. Base group analysis on best available evidence (observation, deduction, or voluntary information.) Federal regulations required that application materials (resumes, letters of recommendation, rating scales, interview records, etc.) be preserved for three (3) years after the making of a personnel decision, or until the termination of State or Federal agency proceedings or a court hearing

**PROPOSED CANDIDATE**— *This page must be reviewed and approved by the AA/EEO committee and the Office for Diversity and Affirmative Action **prior** to an offer being made to the proposed candidate.*

Name: \_\_\_\_\_

Date of Proposed Appointment: \_\_\_\_\_ Proposed Salary: \_\_\_\_\_

Gender:     • Male                 • Female

Ethnicity:   • White   • African American/Black                     • Latino/Hispanic  
              • Asian/Pacific Islander                 • Native American/Alaskan Native

Citizenship: • U.S. Citizen   • Non-citizen   • Permanent Resident  
               • Patient Contact • Non-patient contact   • Ambulatory Care

Reasons for selection:

Departmental  
Endorsement: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_

**AA/EEO COMMITTEE REVIEW:**

• Concur       • Do not Concur

AA/EEO Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**SEARCH COMPLETED/APPROVAL TO HIRE**

**OFFICE FOR DIVERSITY & AFFIRMATIVE ACTION REVIEW:**

- Concur
- Do not Concur

Affirmative Action Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**VICE PRESIDENTIAL/DEAN'S RECOMMENDATION:**

- Concur
- Do not Concur

Vice-President/Dean: \_\_\_\_\_ Date: \_\_\_\_\_