

Form #8
Part A
Revised 5/04

Affirmative Action Search Final Report

Part A: (to be completed by search committee)

1. Position Title: _____ 2. Department: _____
3. Was a search committee used? Yes No
4. Names of search committee members: 1. _____ 2. _____
 3. _____ 4. _____ 5. _____
 6. _____ 7. _____ 8. _____
5. How many applications were received? _____ # Males _____ # Females _____ # Unknown _____
6. Were telephone interviews conducted? Yes – complete table and use codes below No – If no, skip to # 7 below.

Applicant's Name	Sex	Ethnicity	Disability Status	Disposition (Recommended for campus interview? If not, list reasons.)	How did applicant hear about position? (i.e. web, newspaper, etc.)

Codes: **Sex:** M=Male, F=Female **Race/Ethnicity:** AI=American Indian/Alaskan Native, A=Asian, B=Black or African American, HW=Hispanic or Latino (white race only), HO=Hispanic or Latino (All others races), NH=Native Hawaiian or other Pacific Islander, W=White, O=Other
Disability Status: ND=Not Disabled or Unknown; D=Disabled

7. Campus Interview information: (use codes from above)
PROVIDE SUMMARY OF STRENGTHS AND WEAKNESSES OF APPLICANTS WHO INTERVIEWED ON-CAMPUS. IF APPLICANTS WERE UNACCEPTABLE, PROVIDE REASON(S).

Applicant's Name	Sex	Ethnicity	Disability Status	Disposition (Acceptable, Unacceptable) (Complete a summary as indicated above.)	How did applicant hear about position? (i.e. web, newspaper, etc.)

8. Were written criteria developed and consistently applied? Yes No
9. Were written questions developed and consistently asked of those interviewed? Yes No
10. Were reference checks conducted? Yes No
11. Did search committee members keep notes on interviews and deliberations? Yes No
12. The signatures below attest that this appointment has followed Affirmative Action procedures.

Search Committee Members (signatures): _____

(Forward to Department Head for completion of Part B—on reverse)

Part B: (to be completed by department head)

How many applicants were offered the position **and** declined it? _____

Names: _____ **and** _____ Reason(s) for declination (if known) _____

How many applicants withdrew their candidacy either before campus interviews or after campus interview? Please provide their name and reason for withdrawal and approximate date of withdrawal, if known:

Name of applicant selected for appointment: _____
(Official Transcripts must be collected by time of appointment)

Date applicant verbally accepted position (**must be completed**): _____

Reason(s) cited by applicant for accepting position (if known): _____

 (Signature – Department Head)

 (Date)

 (Signature – Dean or Next Level Supervisor)

 (Date)

 (Signature – Vice President)

 (Date)

 (Signature – Affirmative Action Officer)

 (Date)

All search materials (including candidate folders, interview notes, and minutes) should be forwarded to the Hiring Department for filing. These materials must be kept for three years from the date of hire.

For Affirmative Action Office/Office of Human Resources use only:

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Total		AI		A		B		HW		HO		NH		W		O		ND		D	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Applications per recruiting source _____

Applications interviewed per recruiting source _____

Applicants selected per recruiting source _____
