

AFFIRMATIVE ACTION SEARCH AND SCREEN REPORT

PART A: TO BE COMPLETED BY SEARCH COMMITTEE CHAIR AFTER INITIAL REVIEW OF APPLICATIONS. AND PRIOR TO TELEPHONE INTERVIEWS

Documents that the Search Committee has made a good faith effort to recruit underrepresented candidates through outreach strategies. If you have questions, call the Affirmative Action Office at 962-3553.

1. Position Title _____ Office/Department _____

2. Attach the following: Statement of selection criteria
 Alphabetized list of all applicants
 List of telephone interview questions

Indicate on the applicant list: all applicants that meet the minimum qualifications
 Indicate which candidates will be interviewed, either by telephone or on campus

Committee Chair
Signature _____ Date _____

PART B: TO BE COMPLETED BY AFFIRMATIVE ACTION

Utilization Analysis

To be completed by the Affirmative Action Office to determine good faith effort, Affirmative Action staff consults with committee chair and returns form to Search committee. Upon approval, the search committee proceeds with formal interview process.

Indicates shortfall in persons expressed in FTE - Yes/No indicates whether underrepresented in specific job group.

Women	Total Minorities	Black Non-Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Hispanic

Racial/Ethnicity make-up of the pool

Black Non-Hispanic		Asian Or Pacific Islander		American Indian or Alaskan Native		Hispanic		White		Unknown
M	F	M	F	M	F	M	F	M	F	

Applicants Meeting Minimum Qualifications:

Black Non-Hispanic		Asian Or Pacific Islander		American Indian or Alaskan Native		Hispanic		White		Unknown
M	F	M	F	M	F	M	F	M	F	

Applicants Recommended for Interview:

Black Non-Hispanic		Asian Or Pacific Islander		American Indian or Alaskan Native		Hispanic		White		Unknown
M	F	M	F	M	F	M	F	M	F	

Affirmative Action Approval _____ Date _____

SEARCH COMMITTEE PROCEEDS WITH INTERVIEW PROCESS