

# AFFIRMATIVE ACTION RECRUITMENT REPORT

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 professional 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 staff positions, attach all applications.**
4. **This report must have all approving signatures before the position is offered to the selected candidate.**  
**For staff positions, the Human Resources staff recruiter is the individual authorized to make staff job offers.**

**Candidate** \_\_\_\_\_  
Last Name
First Name
MI
Race
Sex

**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. For staff positions, you may attach the applicant list supplied to you by your Human Resources staff recruiter at the time the position closed and add to that listing all required information (i.e., sex/race for interviewed applicants, and who screened and non-selection reasons for all applicants).

|     | <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 |