

# EQUAL EMPLOYMENT OPPORTUNITY RECRUITMENT REPORT FOR FACULTY OR ADMINISTRATIVE EXEMPT STAFF

**(To be completed by Search Committee Chairperson or other administrator responsible for hiring. One form is to be completed for each position to be filled).  
This form is to be completed prior to any offer of employment and returned to HR Office – HH Room 141.**

*The office of Civil Rights of the U.S. Department of Education has suggested that the University provide a certification that all equal employment hiring procedures have been followed prior to filling each position. The form, which follows, is an attempt to provide that certification. In addition, the form can be used as a checklist to assist you as you proceed through the hiring process. It is strongly recommended that the Search Committee Chairperson or other person responsible for hiring obtain a copy of Outline of Hiring Procedures for faculty or administrative staff, which is contained in the University's Equal Employment Opportunity Plan.*

1. Title of Position: \_\_\_\_\_ Rank, If Faculty: \_\_\_\_\_  
 School (if applicable): \_\_\_\_\_ Department/Division: \_\_\_\_\_  
 Contract Type (*FT tenure track, contractual, administrative exempt, etc.*) \_\_\_\_\_

2. Was the section of the Equal Employment Opportunity Plan entitled, "Outline of the Hiring Procedures" for faculty or administrative staff read by the Search Committee as part of its formal proceedings?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach a copy. If no, indicate why not \_\_\_\_\_

3. Was a written position announcement prepared?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach a copy. If no, indicate why not \_\_\_\_\_

4. Please list the names of the publication(s) and/or referral organization(s) where announcement was published. *Daily Times* \_\_\_\_\_ *Chron. Of Higher Ed.* \_\_\_\_\_  
*The Sun* \_\_\_\_\_ *NCAA News* \_\_\_\_\_ *Black Issues in Higher Ed* \_\_\_\_\_ *Hispanic Outlook* \_\_\_\_\_ *Other* \_\_\_\_\_

5. List any other special efforts made to determine the availability of qualified minorities and women for the position: \_\_\_\_\_

6. How many application(s)/resumes(s) were received? \_\_\_\_\_

7. Were applicants sent the "Applicant Information Form" (requesting sex, ethnicity, etc. data)? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please indicate why not: \_\_\_\_\_

**The following tally is provided by the Equal Employment Opportunity Office based on the number Applicant Information Forms returned by applicant(s).  
 If you do not have a current total, please call x75406 to obtain one.**

**Total Number of Responses:** \_\_\_\_\_

**A. By Sex:** Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_

**B. By Ethnicity:** African American \_\_\_\_\_ American Indian \_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ Spanish/Hispanic \_\_\_\_\_ White \_\_\_\_\_  
 Unknown \_\_\_\_\_ Foreign \_\_\_\_\_ Other \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

8. **Names of Search Committee Members: (Please include Race & Gender)**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

(6) \_\_\_\_\_

(7) \_\_\_\_\_

(8) \_\_\_\_\_

9. Complete sections of chart below for each candidate who was interviewed. (Please note: employers may not directly ask applicants their ethnicity prior to an appointment being made. In order to complete the items on race requested on this form, supervisors may have to make an educated guess [or indicate unknown] based upon the ethnicity classification definitions).

Name	Interview Date	Gender	Ethnicity	Referral Source	Reason for Selection

**Ethnicity Classifications:** AA: African-American, AI/AN: American Indian, A/PI: Asian/Pacific Islander, H: Hispanic, W: White, F: Foreign, U: Unknown. Resident aliens, non-citizens who have been lawfully admitted for permanent residence, are to be reported in the appropriate racial/ethnic categories along with United States citizens.

10. Record information on the person being recommended for the appointment. **NOTE:** *If a minority or female candidate was interviewed but is not being recommended, please explain and state name of individual on #14.*

Name(s) of Recommended Candidate(s)	Gender	Ethnicity	Reason for Recommendation

11. Before making an appointment offer, the approvals of the persons indicated below must, if applicable and by their signatures, ensure that equal employment procedures have been followed. Please respond as quickly as possible.

(1) \_\_\_\_\_ (Date) \_\_\_\_\_  
*(Signature of Search Committee Chairperson, Dept. Chair or Responsible Administrator)*

(2) \_\_\_\_\_ (Date) \_\_\_\_\_  
*(Signature of Dean or Next Higher Level Administrator, if applicable)*

(3) \_\_\_\_\_ (Date) \_\_\_\_\_  
**For Faculty** *(Signature of Provost)*

(4) \_\_\_\_\_ (Date) \_\_\_\_\_  
**For Faculty & Administrators** *(Signature of President, if applicable)*

12. **ALTERNATE CHOICE(S):** If above recommended person(s) declines appointment offer

Name	Gender	Ethnicity	Reason for Recommendation

13. **FINAL DISPOSITION** *(To be completed by the human resources representative only)*

Name of Employee Hired \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

Remarks.....

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If a minority or female candidate was interviewed - *but is not being recommended* - please state name of individual and explain.

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Chapter 13-19

*Any questions concerning this form may be directed to Human Resources Department x36035.*

**PLEASE RETURN ALL PARTS OF THE RECRUITMENT REPORT TO THE HR OFFICE, HOLLOWAY HALL – ROOM 153**