



# SEARCH PROCESS REPORT

Department \_\_\_\_\_

Position and Rank \_\_\_\_\_

Item Number \_\_\_\_\_ Salary Range \_\_\_\_\_

Date Appointment Becomes Effective \_\_\_\_\_

## AFFIRMATIVE ACTION STATUS CONFIRMATION

In accordance with the "Guidelines for the Employment of Professional Personnel", a utilization analysis has been completed for use in selection efforts for the above position.

Underutilization does not currently apply

Underutilization does currently apply as follows:

Women Only

Minorities Only

Both Women and Minorities

1. Total number of candidates submitting completed applications.

	Total	White	Vietnam Veteran	Disabled	Total Minor.	Black	Hispanic	Native Amer.	Asian
Male									
Female									
Total									

Affirmative Action Officer \_\_\_\_\_

Date \_\_\_\_\_

## DEFINITIONS OF ETHNIC CATEGORIES

*White* Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

*Black* Persons having origins in any of the black racial groups of Africa, Australia or the Caribbean.

*Native American* Persons having origins in any of the original peoples of North American.

*Hispanic* Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

*Asian or Islander* Persons having origins in any of the original peoples of the Far East, SouthEast Asia, the Pacific Indian subcontinent, or the Pacific Islands. This area, for example, includes China, Japan, Korea, the Philippine Islands, and Samoa.

2. Candidate(s) invited to campus:

Names	Male	Female	Ethnic Group	Date Interviewed

3. Candidate Selected: \_\_\_\_\_

4. Indicate major criteria used to arrive at selection decision (degree, experience, and other qualifications).

5. Department and/or division search activities in addition to regular campus search process conducted by Affirmative Action Office. (If any)

Search Coordinator \_\_\_\_\_

Date \_\_\_\_\_

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### **COMPLIANCE REVIEW**

I have reviewed the recruitment and selection efforts regarding the above action and in my opinion they comply with Equal Employment Opportunity/Affirmative Action requirements.

Affirmative Action Officer \_\_\_\_\_

Date \_\_\_\_\_

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The above applicant is hereby approved for appointment.

Responsible Vice President \_\_\_\_\_

Date \_\_\_\_\_

President \_\_\_\_\_

Date \_\_\_\_\_