

# SEARCH & SELECTION ACTIVITIES REPORT (ATTACHMENT H)

OFFICE OF AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

## GENERAL INFORMATION

Date \_\_\_\_\_

Name of Selected Candidate \_\_\_\_\_ Race\* \_\_\_\_\_ Sex \_\_\_\_\_

School/Division \_\_\_\_\_ Department \_\_\_\_\_

Academic Rank/  
Position Title \_\_\_\_\_ Area of  
Specialization \_\_\_\_\_

Salary Table and Range \_\_\_\_\_ Step \_\_\_\_\_ Actual Salary \_\_\_\_\_

## POSITION STATUS

Tenure Track: Yes \_\_\_\_\_ No \_\_\_\_\_

New Position \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

Replacement for whom \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Grant Number \_\_\_\_\_ Grant Date: From \_\_\_\_\_ To \_\_\_\_\_

% of Full-Time Equivalent (FTE) \_\_\_\_\_ EEO Code \_\_\_\_\_

## RECRUITMENT AND ADVERTISEMENT

Did you publish an advertisement for the position? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach. If no, attach waiver approval notice.

List the name and address for all individuals, organizations and publications to which the job announcement was sent. State if it is a minority, female or handicapped source.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### \*Race Category:

A = Black B = Hispanic C = White D = Asian or Pacific Islander E = American Indian or Alaskan Native

**SUMMARY OF INTERVIEWS**

List all candidates below in rank order and provide information requested, beginning with candidate selected for appointment.

NAME	RACE*	SEX (M/F)	RECRUITMENT SOURCE	REASON FOR NON-SELECTION					
				EDUCATION	EXPERIENCE	REFERENCES	SALARY	PROFESSIONAL SPECIALTY	OTHER
1. _____									
2. _____									
3. _____									
4. _____									
5. _____									
6. _____									

COMMENTS: \_\_\_\_\_

**SELECTION METHOD**

Review and Determinations by:

Search Committee \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Department/Division Chairperson \_\_\_\_\_ Other \_\_\_\_\_

**SIGNATURES**

(Search Committee Chairperson) \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

(Director/Department Chairperson) \_\_\_\_\_ Date \_\_\_\_\_

(VP, Dean or Faculty Administrator) \_\_\_\_\_ Date \_\_\_\_\_

(AA/EEO Office) \_\_\_\_\_ Date \_\_\_\_\_

**RETURN APPROVAL TO:**

Name \_\_\_\_\_ School/ Division \_\_\_\_\_ Department \_\_\_\_\_

Please attach the following:

1. Job Description
2. Advertisement(s)
3. Recruitment Letters
4. C.V./Resume, and Bid Application (if applicable)
5. Waiver Approval Notice (if applicable)