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Campus/Unit

Department

Position Vacancy/Title

Position Number

Job Open Date

Expected to be filled by (MM/YYYY)

Search Committee Details

Search Committee Chairperson

Search Coordinator

Search Committee
(Name, Title, and Department)

Search Committee - Male

Search Committee - Female

Search Committee - African American

Search Committee - Hispanic

Search Committee - H - American Indian/Native Alaskan

Search Committee - Asian

Search Committee - Other

Third Party

Was a third party firm engaged on this search?

If yes, please type in the name of the Third Party.

Candidate Pool Evaluation

Number of Applications Received

Number of Candidates Appear to be Female

Number of Candidates Appear to be URM

Number of Candidates Under Consideration Appear to be Female

Number of Candidates Under Consideration Appear to be URM

Required Attachments:

Please attach a copy of each job advertisement under the Attachments tab on the requisition.

In the below area, please select the appropriate advertising category. Please list each individual ad separately.

Advertisement #1

Advertisement Category	<input type="text"/>
Specific Advertisement Source	<input type="text"/>
Date published	<input type="text"/>
Length of Ad	<input type="text"/>

Advertisement #2

Advertisement Category	<input type="text"/>
Specific Ad Source	<input type="text"/>
Publication Date	<input type="text"/>
Length of Ad	<input type="text"/>

Advertisement #3

Advertisement Category	<input type="text"/>
Specific Ad Source	<input type="text"/>
Publication Date	<input type="text"/>
Length of Ad	<input type="text"/>

Advertisement #4

Advertisement Category	<input type="text"/>
Specific Ad Source	<input type="text"/>
Publication Date	<input type="text"/>
Length of Ad	<input type="text"/>

Advertisement #5

Advertisement Category	<input type="text"/>
Specific Ad Source	<input type="text"/>
Publication Date	<input type="text"/>
Length of Ad	<input type="text"/>

Additional Recruitment / Advertising Information

Institutions or professional groups contacted by letter
(List by group or type, if applicable, rather than individually)

Additional recruitment activities to recruit female and URM candidates

The Office of Equal Employment Opportunity must certify each search prior to scheduling interviews.

If this review does not fit your search process, please discuss with your Regional Human Resources Office and/or reference OP 60.09.

Have you attached a copy of each published advertisement to the requisition?

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Additional Information/Special Circumstances

Form Approval

HR Approval Employment Office

Additional Approval

Bypass

EEO Office

Bypass