

Affirmative Action Search Process Report

This form must be submitted for review prior to making an offer of employment. Applicant flow and recruitment information are required for the compliance with federal regulations. All information (resumes, correspondence, flyers, contacts, etc.) in connection with this search must be presented for review. They will be returned to the department/unit and are to be retained for a period of three (3) years.

Searches for review must include this form filled out completely on both sides. It must be properly signed and dated. All resumes received in connection with this search must be presented for review.

POSITION INFORMATION:

POSITION TITLE _____ DEPARTMENT _____

DATE OF APPROVED P-10 _____ TELEPHONE NUMBER _____

P-10 REFERENCE NO. _____ TODAY'S DATE _____

FILL IN APPROPRIATE INFORMATION

EXEMPT

FULL TIME

NON-EXEMPT

PART-TIME

SALARY TO BE OFFERED _____ PROJECT/AWARD/TASK # _____

APPLICANT INFORMATION:

NAME: _____

ETHNICITY:

SEX: FEMALE MALE

AMERICAN INDIAN OR ALASKAN NATIVE (Not Hispanic or Latino)

ASIAN (Not Hispanic or Latino)

BLACK or AFRICAN AMERICAN (Not Hispanic or Latino)

CITIZEN: CITIZEN NON-CITIZEN

HISPANIC or LATINO

NATIVE HAWAIIAN or other PACIFIC ISLANDER (Not Hispanic or Latino)

PERMANENT RESIDENT

TWO or MORE RACES (Not Hispanic or Latino)

WHITE (Not Hispanic or Latino)

JOB DESCRIPTION:

(DO NOT FILL IN THIS SECTION UNLESS DESCRIPTION IS DIFFERENT FROM POSITION DESCRIPTION ON P-10)

RECRUITMENT SOURCES:

LIST ALL RECRUITMENT SOURCES INCLUDE DATES WHEN ADS APPEARED, NEWSPAPERS, JOURNALS USED, INDIVIDUALS AND/OR SCHOOLS CONTACTED, ETC. COPIES OF ADS SHOULD BE ATTACHED.

INTERVIEWERS:

LIST NAME(S) AND TITLE(S) OF PERSON(S) WHO INTERVIEWED AND SELECTED THE PROPOSED CANDIDATE.

CERTIFICATION:

I HAVE REVIEWED THE SEARCH PROCESS AND CERTIFY IT TO BE ADEQUATE TO MEET FEDERAL AND STATE REGULATIONS, GUIDELINES, AND LAWS.

PRINCIPAL INVESTIGATOR OR DESIGNEE

Summary of Applicant Flow Data by Gender and Ethnicity

Instructions: ALL RESUMES/APPLICATIONS RECEIVED MUST BE TABULATED HERE AND PRESENTED WITH THIS SEARCH.

TOTAL # OF APPLICANTS	TOTAL (COL. 1-5)		(1)		(2)		(3)		(4)		(5)		TOTAL MINORITY (COL 2-5)		TOTAL DISABLED		TOTAL VIET NAM VETS	
	M	F	WHITE M	WHITE F	BLACK M	BLACK F	HISPANIC M	HISPANIC F	ASIAN M	ASIAN F	NATIVE AMERICAN* M	NATIVE AMERICAN* F	M	F	M	F	M	F

* American Indian or Alaskan Native.

** By definition, under Section 504, Rehabilitation Act & Veteran's Readjustment Act (if indicated on resume or if known from interview)

APPLICANT REVIEW

INSTRUCTIONS: Include seriously considered candidates and all those interviewed. All internal applicants should be interviewed and included in this part. (Use codec responses below to complete this form)

NAMES OF INTERVIEWEES	GENDER (M OF F)	ETHNICITY CODE*	SOURCE OF RECRUITMENT CODE†	INTERVIEWED (YES OR NO)	OFFER RECOMMENDED	***REASON FOR NON-SELECTION
Name of selected candidate						
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
USE MORE THAN ONE SHEET IF NECESSARY						

*Ethnicity Code

(Official Federal Code)

- White
- Black or African American
- Hispanic – (Person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race)
- Asian/Pacific Islander
- American Indian or Alaskan Native

† Source of Recruitment Code

- Publication Advertisement
- Direct solicitation of individual
- Direct solicitation of other institution
- Employed at Downstate or Affiliate
- Posting on Downstate bulletin board
- Recommended by Downstate faculty or staffer
- Recommended by professional organization
- Resume sent to employment unsolicited
- Other – Please specify _____

*** Reason for Non-Selection – (You may use more than one reason or any other reason)

- Good choice, not first choice
- Insufficient related experience
- Does not meet academic requirements
- Uncertain teaching or research potential
- Insufficient teaching skills
- Insufficient knowledge of field
- Salary too low
- Overqualified for position (Only use if justifiable)

9. Offer made individual declines

(state reason) _____

10. Other reason, specify _____