

EQUAL OPPORTUNITY INFORMATION

This form is to be completed before an offer of employment is made.

FY: _____

To be completed by Hiring Unit:

1. Position Title: _____ Hiring Unit: _____
2. Hiring Official: _____ Phone No.: _____
3. Committee Chair: _____

Please indicate the number of individuals by racial group comprising the Search Committee. Use the key at the bottom of the page.

1 = _____ 2 = _____ 3 = _____ 4 = _____ 5 = _____ 6 = _____ Women = _____

4. Total number of applicants for position: _____

5. Qualified Candidates:

NAME	NAME
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

6. Interviewed Candidates

NAME	SEX	RACE*	Date Interviewed
A.			
B.			
C.			
D.			
E.			
F.			

Number of applicants interviewed: On Campus: _____ Virtually: _____ By phone: _____

7. Successful candidate(s):

Name: _____ Race*: _____ Sex: _____

8. Proposed salary: _____ Proposed date of appointment: _____

9. Is candidate hired under different terms than those posted? Yes No If yes, please attach justification.

10. Were other qualifications submitted for those posted? Yes No If yes, please attach justification.

Approved by: _____

Date: _____

Office of Equal Opportunity, Access, and Title IX Coordination