

Academic Hiring: Recruitment and Selection Process

Route this form to: See instructions below.	U Wide Form UM 1597 2/04
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Follow your college or administrative unit's procedures for the completion and routing of this form. This form is NOT submitted to the Office of Human Resources, but is provided as a tool for use in your college or administrative unit. Modify this form as needed to reflect unit procedures.

Requisition Number

Department

Department Number	Department Name
Responsible Administrator	

Type of Position

Job Code	Classification Title	Term	Type	% Time
1.				
2.				
3.				
4.				

Working Title

EOAA Goals

Job Code	Job Group	Female # to Goal	Available %	Minority # to Goal	Available %
1.					
2.					
3.					
4.					

Search Committee (if used)

Members	Race	Gender	Category
Appointed By:			
Chair:			
1.			
2.			
3.			
4.			
5.			

Race: A – Asian; AI – American Indian/Alaskan Native; B – Black/African American; H – Hispanic/Latino; O – Other; W – White

Gender: M – Male; F – Female

Category: B – Bargaining Unit; C – Civil Service; F – Faculty; O – Other; P – P& A; S – Student

Advertising (attach copies)

Publication	Date
1.	
2.	
3.	
4.	

Professional Organization	Date
1.	
2.	
3.	
4.	

Pool of Applicants

	American Indian			Asian			Black			Hispanic			White			Race Unknown			Total			Total
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	
1. All Applicants																						
2. Qualified Applicants																						
3. Referred for Interview																						
4. Applicants Interviewed																						
5. Applicants Referred																						
6. Offers Made																						
7. Candidates Selected																						

Offers to be Extended

Name	Date
Name	Date
Name	Date

Search Consultations and Approvals – Initiate Search

Unit EOAA Liaison – Signature	Date
Unit HR Administrator – Signature	Date
Department Head/Chair – Signature	Date
Dean/Administrative Officer – Signature	Date

Search Consultations and Approvals – Pool Approval

Unit EOAA Liaison – Signature	Date
Unit HR Administrator – Signature	Date
Department Head/Chair – Signature	Date
Dean/Administrative Officer – Signature	Date

Search Consultations and Approvals – Extend Offer

Initial – Add'l Offers

Unit EOAA Liaison – Signature				Date
Unit HR Administrator – Signature				Date
Department Head/Chair – Signature				Date
Dean/Administrative Officer – Signature				Date