

Academic Hiring: Affirmative Action Summary

Follow your college or administrative unit's procedures for the completion and routing of this form. Detailed instructions for completing this form can be found online at <http://www.umn.edu/ohr/employment/supervisors.html>

Requisition Number

Individual Hired

Empl ID	Name
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Appointment Information

Title			
Job Code	Term	Type	% Time
Dept. ID	Department Name		

Pool of Applicants and Candidates Selected

	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																						

All Applicants – Veteran/Disability Status

Vietnam Era Veterans	Other Eligible Veterans	Special Disabled Veteran	Disability Status

Questions About This Form and Communications About This Position Should be Directed to:

Empl ID	Name	Phone
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Hiring Approval – I hereby certify that this individual was hired in accordance with EO/AA policies.

<input type="checkbox"/> Approved – Dean/Administrative Officer or designee (with consultation)	Date
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Additional Justification(s)/Approvals for No Search Hires – Attach justification(s) and completed form UM 1596.

<input type="checkbox"/> Approved – VP/Provost/Chancellor	Date
<input type="checkbox"/> Approved – EOAA Director	Date
<input type="checkbox"/> Approved – VP OHR	Date
<input type="checkbox"/> Approved – EVPP (if tenure involved)	Date