

***Affirmative Action Report***  
***Revised January 2003***

***After employment of a new individual, the department head or chairperson of search is responsible for completing this report and forwarding it to Employee Services.***

1. Department: \_\_\_\_\_
2. Position advertised: \_\_\_\_\_
3. Date first advertised: \_\_\_\_\_
4. Position advertised where?: \_\_\_\_\_

5. EEO Code \_\_\_\_\_ (FOR EMPLOYEE SERVICES/EEO USE ONLY)
6. Job Code \_\_\_\_\_ (FOR EMPLOYEE SERVICES/EEO USE ONLY)

7. Number applicants by gender, race/ethnicity

<b><u>Female</u></b>	<b><u>Male</u></b>
_____ Black	_____ Black
_____ Hispanic	_____ Hispanic
_____ American Indian	_____ American Indian
_____ Asian	_____ Asian
_____ Anglo	_____ Anglo
_____ Other Minority	_____ Other Minority
_____ Total Number	_____ Total Number

8. Number \*qualified applicants by gender, race/ethnicity

<b><u>Female</u></b>	<b><u>Male</u></b>
_____ Black	_____ Black
_____ Hispanic	_____ Hispanic
_____ American Indian	_____ American Indian
_____ Asian	_____ Asian
_____ Anglo	_____ Anglo
_____ Other Minority	_____ Other Minority
_____ Total Number	_____ Total Number

9. Number applicants interviewed (on campus) by gender, race/ethnicity

<u>Female</u>	<u>Male</u>
_____ Black	_____ Black
_____ Hispanic	_____ Hispanic
_____ American Indian	_____ American Indian
_____ Asian	_____ Asian
_____ Anglo	_____ Anglo
_____ Other Minority	_____ Other Minority
_____ Total Number	_____ Total Number

10. Person employed \_\_\_\_\_

Race/Ethnicity \_\_\_\_\_

Gender \_\_\_\_\_

11. Names of all applicants in pool:

Name of Applicant	Race/Ethnicity	Male/Female

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**Individual Filing this Report:**

\_\_\_\_\_ Date Report Filed: \_\_\_\_\_

- \* Qualified: Those applicants meeting *all* posted minimum requirements.
- \*\* EEO will furnish a breakdown of applicants by race, gender & ethnicity (from voluntary profile information) after the search is concluded.
- \*\*\* Complete and return this report within five days of completion of search (after receiving signed appointment letter).