

EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION ANALYSIS

Form I

This form is to be used for all administrative, professional positions. Please attach the following materials:
applicant flow log, vitae/resume of all interviewees, and search committee minutes.

I. GENERAL INFORMATION

Position Title	Department and Division
Position Number	Search Committee Chair (telephone number & email address)

II. SUMMARY OF THE APPLICANT POOL

- A. Total number of all initial applicants: _____
- B. Total number of applicants who failed to meet the minimum requirements as stated in the job description: _____
- C. Ethnic origin of applicants, broken down by gender:

White		African American		Native American		Asian American		Hispanic American		Foreign		Disabled		Veteran		Unknown	Approvals (Initials) EEO____ Dean/ VP ____
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	

III. PROPOSED INTERVIEWEES

- A. Total number of all semifinalist applicants: _____
- B. Ethnic origin of all semifinalists, broken down by gender:

White		African American		Native American		Asian American		Hispanic American		Foreign		Disabled		Veteran		Unknown	Approvals (Initials) EEO____ Dean/ VP ____
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	

IV. FINALIST RESULTS

Proposed Candidate	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnicity	Highest Degree Earned

V. AUTHORIZATION

Hiring Official / Search Committee Chair

Date

Dean

Date

Provost / Vice President

Date

EEO/AA Officer (Signed on completion of search process)

Date