

Affirmative Action: Employment Approval (Staff Positions where on-line applications were not used)

Research Staff positions and Librarian positions are included in this search process. Do not use this form for Faculty Positions.
(This form must be completed, signed and approved by HR before a candidate can be hired.)

Section I: Position Information

Position Title _____ Department _____

Chosen Candidate's Name _____ Social Security Number _____ External/Internal Candidate _____ US Citizen? _____

Job Opening Number _____ Proposed Salary _____ Permanent Resident? (Yes/No) _____ Visa Type _____ Country _____

If advertisement was not placed by Human Resources, attach a sample copy. If other advertising techniques were used, such as letters, telephone calls or personal contacts, please describe these techniques (attach copy of letter, etc.): _____

Section II: Affirmative Action Information

	Number of Applicants			Number Interviewed			Chosen Candidate		
	Male	Female	Not Disclosed	Male	Female	Not Disclosed	Male	Female	Not Disclosed
Black									
Asian									
Hispanic									
Am. Indian									
Caucasian									
Hawaiian/Pacific									
Not Disclosed									
Total									

If non-caucasian, disabled or Vietnam Era veteran candidates applied and were *not chosen*, please explain why. If female candidate(s) applied, in a job group where they are underutilized and were *not chosen*, please explain why. These explanations must be substantive in nature. Use the following space and/or attach an explanatory memo. Please attach the CV for all Protected Class Members.

Section III: Required Signatures

The following signatures indicate that:

- The chosen candidate meets the qualifications and job duties as advertised.
- The proposed salary is within the range established at the beginning of the search.
- All women, minorities, disabled and Vietnam Era veterans have been carefully considered.

Originator

Hiring Manager

Portfolio Owner

Date

Date

Date

Note: All applications from the search are to be retained in the originating department for two years as required by Federal Law. Please attach a copy of the chosen candidate's CV, as well as the CV for all Protected Class Members. Once signatures are obtained, please forward this form and documentation to Human Resources.