



Affirmative Action: Employment Approval for Exempt and Nonexempt Positions

Research positions and Librarian positions are included in this search process. The following are research positions: Research Engineer, Research Scientist, Research Associate, Postdoctoral Associate.

(This form must be completed and signed 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? (Yes/No) _____

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 _____

Department Head _____

Cabinet Member _____

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.