

(For AA Office: Entered ACC\_\_\_\_ DOS\_\_\_\_)

Affirmative Action Position # \_\_\_\_\_  
Department/College \_\_\_\_\_

**PART 1: PRE-INTERVIEW SUMMARY CHECK-OFF**

**ALL THREE PAGES OF THIS FORM MUST BE COMPLETED IN FULL AND ACCOMPANIED BY SUPPORTING DOCUMENTATION AS INDICATED. CONTINUE ON ADDITIONAL SHEETS IF NECESSARY.**

Title of position recruited for: \_\_\_\_\_

Date search process was initiated: \_\_\_\_\_ \*Total number of applicants: \_\_\_\_\_  
(both qualified and unqualified)

Person (s) responsible for screening and/or interviewing applicants:  
(\*indicate search committee chairperson with an asterisk\*)

Name	Sex	Race	Name	Sex	Race
_____			_____		
_____			_____		
_____			_____		
_____			_____		

- IDENTIFY SOURCES WHERE JOB VACANCY WAS PUBLICIZED:  
(POSTED, MAILED, E-MAILED, FAXED, ETC... PLEASE ATTACH ANY DOCUMENTATION, IF ANY)
  
- LIST OF OFFICIAL RECRUITMENT CONTACTS/TELEPHONE CALLS MADE:  
(UNLESS THEY WERE FOLLOWED BY WRITTEN COMMUNICATION-IF SO ATTACH COPY)
  
- SPECIAL EFFORTS MADE TO LOCATE MINORITIES/WOMEN/PERSONS WITH DISABILITIES/ELIGIBLE VETERANS:
  
- COPIES OF ACTUAL ADVERTISEMENTS: (INDICATE WHEN/WHERE THEY APPEARED)
  
- CRITERIA USED TO ARRIVE AT SELECTION PROCESS OR PERSONS TO BE INTERVIEWED OR CONSIDERED FURTHER. (SCREENING CHART REQUIRED)

ON THE BASIS OF THEIR CREDENTIALS, LIST THE CANDIDATES RECOMMENDED FOR INTERVIEWS OR SELECTED FOR FINAL CONSIDERATION. INCLUDE SEX AND RACE, IF KNOWN. (CONTINUE ON ADDITIONAL SHEET IF NECESSARY.)

RESUMES ***MUST BE ATTACHED*** OF CANDIDATES RECOMMENDED FOR INTERVIEWS OR SELECTED FOR FINAL CONSIDERATION.

Ethnic Code - W = White B = Black H = Hispanic A = Asian/Pacific Islander I = American Indian/Alaskan Native

**NAME** \_\_\_\_\_ **SEX** \_\_\_\_\_ **ETHNIC CODE** \_\_\_\_\_

STRENGTHS \_\_\_\_\_

WEAKNESSES \_\_\_\_\_

**NAME** \_\_\_\_\_ **SEX** \_\_\_\_\_ **ETHNIC CODE** \_\_\_\_\_

STRENGTHS \_\_\_\_\_

WEAKNESSES \_\_\_\_\_

**NAME** \_\_\_\_\_ **SEX** \_\_\_\_\_ **ETHNIC CODE** \_\_\_\_\_

STRENGTHS \_\_\_\_\_

WEAKNESSES \_\_\_\_\_

**NAME** \_\_\_\_\_ **SEX** \_\_\_\_\_ **ETHNIC CODE** \_\_\_\_\_

STRENGTHS \_\_\_\_\_

WEAKNESSES \_\_\_\_\_

**NAME** \_\_\_\_\_ **SEX** \_\_\_\_\_ **ETHNIC CODE** \_\_\_\_\_

STRENGTHS \_\_\_\_\_

WEAKNESSES \_\_\_\_\_

If any other steps in search process, please describe.

Date \_\_\_\_\_ Signature of preparer \_\_\_\_\_

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FOR AFFIRMATIVE ACTION USE ONLY

Proceed with interviews \_\_\_\_\_

Take additional pre-interview steps as suggested: \_\_\_\_\_

Affirmative Action Approval \_\_\_\_\_ Date \_\_\_\_\_

