

# AFFIRMATIVE ACTION SEARCH AND SCREEN REPORT PART 1: Applicants

**To be submitted not less than 30 days from first public notice of position opening.**

**PART A: TO BE COMPLETED BY SEARCH COMMITTEE CHAIR AFTER REVIEW OF APPLICATIONS.**

*This report documents that the Search Committee has made a good faith efforts to recruit underrepresented candidates through outreach strategies. Interviews (phone or on-campus) should not be conducted until this report has been reviewed and approved by the Affirmative Action Office. If you have questions, please call the Affirmative Action Office, at (503) 725-4417.*

1. Position Title \_\_\_\_\_ School/Dept. \_\_\_\_\_

2. Date of first public notice: \_\_\_\_\_ Source: \_\_\_\_\_

**3. LIST OF APPLICANTS: [note: Applicant Data Forms should already have been sent to everyone on this list! Only people with complete applications should be counted as applicants.]**

- a. Attach an *alphabetized* list (by last name please!) of all applicants. Please double check your list!
- b. Indicate the total number of applicants.
- c. Indicate the total number of applicants who met minimum qualifications\*.
- d. Put a check mark ✓ next to those candidates who met the minimum qualifications (as publicized in the position announcement).
- e. Make a separate list of potential interview candidates.

**\* Note: You cannot interview people who did not meet minimum qualifications.**

Committee Chair Signature \_\_\_\_\_ Phone# \_\_\_\_\_

Please print name here \_\_\_\_\_ Date \_\_\_\_\_

**PART B: TO BE COMPLETED BY AFFIRMATIVE ACTION**

**Utilization Analysis**

To be completed by the Affirmative Action Office to determine good faith effort. Affirmative Action staff consults with committee chair and returns form to Search Committee. Upon approval, the Search Committee proceeds with interview process.

As indicated on page 2 of your Permission to Recruit form, your area is underutilized in:

Women	Total Minorities	Black Non-Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Hispanic

**All Applicants:**

Total

Black Non-Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		Hispanic		White		Unknown	
										Missing Info	No Card
M	F	M	F	M	F	M	F	M	F		

**Applicants meeting minimum qualifications:**

Total

Black Non-Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		Hispanic		White		Unknown	
										Missing Info	No Card
M	F	M	F	M	F	M	F	M	F		

**Applicants chosen for interview:**

Total

Black Non-Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		Hispanic		White		Unknown	
										Missing Info	No Card
M	F	M	F	M	F	M	F	M	F		

Underrepresented applicants verified \_\_\_\_\_

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

**SEARCH COMMITTEE MAY PROCEED WITH INTERVIEW PROCESS \_\_\_\_\_**

## SEARCH AND SCREEN REPORT PART 2: Outreach Documentation

If you have not done outreach, or if you did but failed to document, we will ask you to go back to do this step, and your search will be delayed. Documentation of Affirmative Action outreach is **mandatory**.

Extra outreach done? \_\_\_\_ yes \_\_\_\_ no For which group(s)? \_\_\_\_\_

1. Please list below how and where information about this position was disseminated or publicized.

**Publications (newspapers, magazines, etc.):**

Title	Date(s) of Publication
-------	------------------------

_____
_____
_____
_____
_____
_____

**Electronic Postings (websites, list serves, e-journals, etc.):**

Title	Date(s) of Posting
-------	--------------------

_____
_____
_____
_____
_____
_____

**Personal Contacts (e-mails, phone calls, etc.):**

Person contacted	Title	Institution	Date
------------------	-------	-------------	------

_____
_____
_____
_____
_____
_____
_____

**Other (mailings, conferences, etc.):**

_____	_____
_____	_____
_____	_____
_____	_____