



AFFIRMATIVE ACTION SEARCH FINAL REPORT
RECOMMENDATION SUMMARY

<p>PROFESSIONAL SEARCHES ROUTING PROCESS:</p>
<p>1. Search committee completes the report and routes it electronically to the affirmative action officer for review.</p>
<p>2. Within 48 hours of receipt, the affirmative action officer reviews the report and forwards the report electronically to the hiring manager and copies the search committee chair on the electronic communication. (The affirmative action officer will return the document to the search committee chair if corrections/revisions to the document are needed.)</p>
<p>3. The hiring manager reviews the document and makes a hiring decision. If the hiring manager chooses to offer a candidate employment, h/she may proceed if the salary offered is within the targeted salary range listed on the online requisition. If the salary exceeds the targeted salary, the hiring manager contacts the affirmative action officer.</p>
<p>4. Upon receiving an acceptance to a verbal inquiry (offer of employment), the hiring manager or designee dispense with any remaining applicants under the workflow of Hiring Manager and Search Chair to dismiss any applicant under Search Committee Review still active in the online system, complete the "Hiring Proposal" tab and change the posting status to "Submitted to HR to Fill Position".</p>

<p>FACULTY SEARCHES ROUTING PROCESS:</p>
<p>1. Search committee completes the report and routes it electronically to the affirmative action officer and copies the department chair.</p>
<p>2. Within 48 hours of receipt the affirmative action officer reviews the report and forwards the report electronically to the dean and copies the department and search committee chairs on the electronic communication. (The affirmative action officer will return the document to the search committee chair if corrections/revisions to the document are needed.)</p>
<p>3. The dean reviews the document. If the dean is in agreement with the department's recommendation, h/she requests permission from the provost to extend a verbal inquiry. The provost responds to the dean's request.</p>
<p>4. If the department chair and/or dean choose to offer a candidate employment, h/she may proceed if the salary offered is within the targeted salary range listed on the online requisition. If the salary exceeds the targeted salary, the department chair or dean contact the affirmative action officer.</p>
<p>5. Upon receiving an acceptance to a verbal inquiry (offer of employment), the chair/director or designee dispense with any remaining applicants under the workflow of chair/director</p>

and Search Chair to dismiss any applicant under Search Committee Review still active in the online system, complete the "Hiring Proposal" tab and change the posting status to "Submitted to HR to Fill Position".

Position Title:
Date:
Names of Search Committee Members:

Were written criteria developed and consistently applied? Yes No

Were written questions developed and consistently asked of those interviewed? Yes
 No

Were reference checks conducted? Yes No

Did search committee members keep notes on interviews and deliberations? Yes No

Number of applicants on the pool:

Telephone Interview

Number of Applicants Telephone Interviewed:	
Applicant's Name:	Recommended for campus interview? If not, list reasons

Campus Interview

Number of Applicants Invited to Campus:	
Number of Applicants Interviewed on Campus:	
How many applicants withdrew their candidacy either before or after campus interviews?	
Please provide their names and reasons below.	
Applicant's Name(s):	Reason(s) for Withdrawal (if known)

Applicants Interviewed On-Campus

Applicant's Name(s):

List of Position's Required Qualifications (from Ad):

List of Position's Preferred Qualifications (from Ad):

APPLICANTS INTERVIEWED ON CAMPUS

Applicant's Name:

Date Interviewed:

Acceptable: Yes No

If the applicant is unacceptable, please explain why:

Applicant's Strengths:

Applicant's Weaknesses:

REFERENCE INFORMATION

Provide the names of references, their job titles, company, and type of reference (primary, secondary, or tertiary)

Name of Reference	Job Title	Relationship to Applicant	Company	Primary	Secondary	Tertiary

Summary of all reference information received from the references:

CAMPUS FEEDBACK

Is there any other information the hiring manager should be aware of?

APPLICANTS INTERVIEWED ON CAMPUS

APPLICANT NAME:

Date Interviewed:

Acceptable: Yes No

If the applicant is unacceptable, please explain why.

Applicant's Strengths:

Applicant's Weaknesses:

REFERENCE INFORMATION

Provide the names of references, their job titles, company, and type of reference (primary, secondary, or tertiary)

Name of Reference	Job Title	Relationship to Applicant	Company	Primary	Secondary	Tertiary

Summary of all reference information received from the references:

CAMPUS FEEDBACK

Is there any other information the hiring manager should be aware of?

APPLICANTS INTERVIEWED ON CAMPUS

APPLICANT NAME:

Date Interviewed:

Acceptable: Yes No

If the applicant is unacceptable, please explain why.

Applicant's Strengths:

Applicant's Weaknesses:

REFERENCE INFORMATION

Provide the names of references, their job titles, company, and type of reference (primary, secondary, or tertiary)

Name of Reference	Job Title	Relationship to Applicant	Company	Primary	Secondary	Tertiary

Summary of all reference information received from the references:

CAMPUS FEEDBACK

APPLICANTS INTERVIEWED ON CAMPUS

APPLICANT NAME:

Date Interviewed:

Acceptable: Yes No

If the applicant is unacceptable, please explain why.

Applicant's Strengths:

Applicant's Weaknesses:

REFERENCE INFORMATION

Provide the names of references, their job titles, company, and type of reference (primary, secondary, or tertiary)

Name of Reference	Job Title	Relationship to Applicant	Company	Primary	Secondary	Tertiary

Summary of all reference information received from the references:

CAMPUS FEEDBACK

Summary of campus feedback received (do not include names of employees providing feedback)

Is there any other information the hiring manager should be aware of?

All search materials (including candidate folders, interview notes, minutes and this recommendation summary) should be forwarded to the Hiring Department for filing. These materials must be kept on file for four years from the date of hire.