INSTRUCTIONS

This form provides documentation of the University’s good faith search efforts to achieve its affirmative action goals. The data provided are recorded and retrieved for Equal Employment Opportunity reporting.

THE HIRING DEPARTMENT REVIEWS ALL CURRICULUM VITAE RECEIVED, MAILS APPLICANT ACKNOWLEDGEMENT LETTER WITH A LINK TO THE ONLINE APPLICANT INFORMATION SURVEY, CONDUCTS INTERVIEWS, VERIFIES REFERENCES AS APPROPRIATE AND DOCUMENTS THE SELECTION PROCESS ACCORDING TO INSTRUCTIONS OF THE RECRUITMENT ACTIVITY SUMMARY FORM, (PAS-35). A CANDIDATE SHALL NOT BE OFFERED THE POSITION UNTIL POSTING REQUIREMENTS ARE MET AND, FACULTY AFFAIRS VERIFIES THE SEARCH HAS MET EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES.

Applicant Pool Summary Definition:

This is a summary of the applicant review process, which includes:

Total number of applicants
Total number of qualified applicants
Total number of applicants interviewed
Top three candidates interviewed
Summary of applicants not selected
List of applicant(s) who have declined offer

Disposition Codes:

A  Applicant recommended for hire
B  Hired another applicant with better suited skills/education/experience
C  Offer declined
D  Applicant disliked the nature of work/location/hours/travel
E  Compensation/salary not acceptable
F  Unfavorable personal/professional references
G  No show/ Interview cancelled
H  Applicant accepted other employment
I  Insufficient skills/experience/education

ALL INFORMATION PROVIDED BY APPLICANTS MUST BE RETAINED FOR THREE YEARS IN COMPLIANCE WITH UNIVERSITY POLICY.

RETURN THE PAS-35 TO FACULTY AFFAIRS UPON THE CONCLUSION OF THE SEARCH
FACULTY
Recruitment Activity Summary

Department #: ____________________________ Position #: ____________________________
Department Name: ____________________________ Position Title: ____________________________
Announced/Period: ____________________________ Job Status: ____________________________

Indicate all Recruitment Sources/Advertisement utilized to fill this position and indicate efforts made to recruit Women and Minority candidates, if they are not represented in applicant pool.

____________________________________________________________________________________

APPLICANT POOL SUMMARY
Total applicants _______ Total qualified applicants _______ Total applicants interviewed _______

What is your analysis of the availability of Women or Minority candidates for the vacant position? (Document, if possible)

____________________________________________________________________________________

List top 3 candidates interviewed and attach C.V.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Interview Date</th>
<th>Disposition Code (see instructions)</th>
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For each Women or Minority applicant interviewed but subsequently not selected (not identified above), indicate disposition. (Match experience, credentials, and qualifications with position requirements. Use additional paper if necessary.)

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List applicant(s) who have declined offer: ____________________________________________

HIRE SUMMARY

Name of applicant being recommended: ____________________________________________

Event: New Hire [ ] Re-hire [ ] Promotion [ ] Proposed hire date: ______________________

Proposed salary: ______________ Is starting salary within hiring range initially posted? [ ] Yes [ ] No

Hiring authority (signature): __________________________________ Date: ______________

SEARCH DETERMINATION

_______ Adequate _______ Inadequate ____________________________ Date ______________

_______ Adequate _______ Inadequate ____________________________ Date ______________