

RECRUITMENT ACTIVITY SUMMARY (PAS-35 FORM)

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.

Applicant Name	Gender	Race/Ethnicity	Interview Date	Disposition Code (see instructions)

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.)

Applicant Name	Gender	Race/Ethnicity	Disposition Code (see instructions)

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 _____ Dean/Designee _____ Date
 _____ Adequate _____ Inadequate _____ Faculty Affairs _____ Date

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