



**EQUAL EMPLOYMENT OPPORTUNITY/  
AFFIRMATIVE ACTION PROGRAM  
SUMMARY REPORT**

**Position:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Line Number:** \_\_\_\_\_ **Prepared by:** \_\_\_\_\_  
**Date Filled:** \_\_\_\_\_

**Names of Search Committee Members:**

**Position Description:**

**Criteria for Selection:**

**Recruitment Effort (Advertising, letters written, verbal contacts, etc.):**

**Names of interviewers if different from the search committee:**

# APPLICANT FLOW CHART

*(Shaded area to be completed by Affirmative Action Office)*

Applicants returning statistical data sheets		Caucasian	Black	Hispanic	Asian	Native American	Total	
	Male							
	Female							
	Total							
<b>Other Applicants (no statistical data sheets returned)</b>								
<b>TOTAL NUMBER OF APPLICANTS</b>								

**Please list candidates interviewed:**

Date	Name	Gender		Ethnicity					Summary of reasons hired or not hired
		M	F	Caucasian	Black	Hispanic	Asian	Native American	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*I hereby certify that all affirmative action/equal employment opportunity guidelines have been adhered to:*

Signature of person preparing report \_\_\_\_\_ Date \_\_\_\_\_