



EASTERN CONNECTICUT STATE UNIVERSITY
Office of Equity & Diversity

AFFIRMATIVE ACTION SEARCH REPORT

SECTION 1: POSITION/SEARCH CLASSIFICATION:

Position Title: _____

Hiring Department: _____

UNCLASSIFIED POSITION

- Management/Confidential
- Faculty/Counselors/Coaches/Librarians (AAUP)
- Administrative Faculty (SUOAF)
- OTHER: _____

CLASSIFIED POSITION

- Maintenance (NP-2)
- Administrative Clerical (NP-3)
- Protective Services (NP-5)
- Administrative & Residual (P-5)

Position Rank: _____ Anticipated Offer/Hire Date: _____

SECTION 2: RECOMMENDED CANDIDATES

Please list the three recommended candidates below along with rationale and attach their resumes and/or applications to the search report.

CANDIDATE NAME	RACE CODE	GENDER	NOTABLE CANDIDATE STRENGTHS JUSTIFYING RECOMMENDATION

W=White BA=Black H=Hispanic AP= Asian AA=American Indian NH=Pacific Islander TW=Two or More U=Unknown

SECTION 3: TOTAL APPLICANT POOL DEMOGRAPHICS

Please obtain the candidate demographics of the pool from the Office of Equity & Diversity to complete this section.

RACE/GENDER	MALE	FEMALE	OTHER/UNKNOWN	TOTAL
W: White				
BA: Black				
H: Hispanic				
AA: American Indian/Alaskan				
NH: Pacific Islander/Hawaiian				
TW: Two or More Races				
U: Unknown				
Total Applicants				

SECTION 4: RECRUITMENT/ADVERTISEMENT SOURCES

(other than Eastern, BOR or DAS webpage)

Please list the name(s) of the recruitment/advertising sources used.

TYPE	NAME(S)
Recruitment Website Advertisement	
Professional Organization/Association	
Diversity Recruitment Resource(s)	
Other	

SECTION 5: NON-RECOMMENDED CANDIDATE DISPOSITIONS

All applicants (along with their demographics) not recommended for hire must be listed below along with the disposition code and rationale.

DISPOSITION CODES:

1. Application incomplete (must indicate what was missing in rationale)
2. Minimum hiring qualifications were not met (must state which qualification(s) in rationale)
3. Does not meet one or more preferred qualifications (must state which qualification(s) in rationale)
4. Candidate withdrew application (provide reason [if known] in rationale)
5. Meets minimum and preferred qualifications, but not interviewed (must provide rationale)
6. Interviewed, but not recommended for hire (must provide rationale)

SECTION 6: ITEMS TO INCLUDE WITH SEARCH REPORT

1. Resumes/Applications of recommended candidates
2. Copies of filled-in application evaluation rubrics (from each committee member)
3. List of interview questions (blank)
4. Copy of interview scoring rubric (blank, if used)
5. Sample copy of correspondences sent to candidates (i.e. receipt acknowledgement of application materials/demographic data collection, interview invite/confirmation, notification of non-selection, etc.).

SECTION 7: SEARCH REPORT APPROVALS

Acknowledgement of the Search Chair. As search chair, I affirm that this search was conducted in a fair, equitable, unbiased manner and that confidentiality was maintained as prescribed by University policy and affirmative action guidelines. I also affirm that the information contained within this report is true and correct to the best of my knowledge.

Search Chair Name (Print)

Search Chair Signature

Date

Report Approved

Report Returned

Dean/Director

Date

Comments:

Report Approved

Report Returned

Division Vice President/CIO

Date

Comments:

Report Approved

Report Returned

Vice President for Equity & Diversity

Date

Comments:

Report Approved

Report Returned

President

Date

Comments: