The City College of New York

OFFICE OF COMPLIANCE AND DIVERSITY
SEARCH CERTIFICATION FORM

Federal and University regulations require documentation of recruitment efforts. The following information is to be submitted with all documents required for appointments of candidates. This form is to be completed and submitted at the close of the search along with the complete search file. Note: No offer should be made to a proposed finalist until the search documentation has been submitted to and reviewed by the Chief Diversity Officer.

Type of Position:

- ☐ Faculty
- ☐ Non-Teaching Instructional Staff (CLT☐ , HEO ☐, Registrar ☐, and Research Series ☐)
- ☐ ECP
- ☐ Classified Staff: _____
- ☐ Research Foundation or Other Non-Tax Levy Position: _____

_____	_____	_____
Hiring Department Chairperson/ Office Director	**Hiring Department Office**	**Telephone Ext.**
_____	_____	_____
Title/Position To Be Filled	**PVN Number**	**State Position Number**

1. **A. Applicant EEO Demographic Survey cards were sent by: Search Unit/Dept.: _____ ODC:_____**
   B. Applications received: Total: ____ #Men: ____ #Women: ____ #Unknown: _____
2. **Candidates interviewed (Attach additional sheets if necessary)**

	Name	Gender	Ethnicity/ Other	Highest Degree	Yrs. Of Experience	Recruitment Source (See Codes of 2nd page)	Interview Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10							

3. **Candidates Recommended to Selecting Official (Final Screening)**

	Name	Gender	Ethnicity/Other (See Codes of 2nd page)	Interview Date
1				
2				
3				
4				
5				

4. **Proposed Finalist: _____ Salary: $_____ Rank: _____**

5. Identify any candidates other than those listed in Paragraph 4considered as proposed finalists.

	Name	Disposition/Stated Reasons For Non-acceptance (See below)
1.		
2.		
3.		
4.		

Attach additional sheets if necessary and check here ___

AUTHORIZING SIGNATURES

A. SEARCH COMMITTEE:

The signatories below attest that a good faith effort was made to conduct the search and selection process in accordance with CUNY and City College Affirmative Action Program and Policy mandates, and any other relevant personnel policies and practices.

Department Dean/Director/Chair & Members of the Search Committee (signatures)
[Attach an additional sheet, if necessary]:

Dean/Director/Chair: _____

Search Committee:

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____

B. COMPLIANCE AND DIVERSITY OFFICER/DESIGNEE

1. Final approximation of the ethnic breakdown of the applicant pool:

Group Total	F	M	Black	Hispanic	Asian	Nat. Hawaiian/ Pac. Isl	Amer. Ind/ Alsk. Nat.	Italian American	White	Mixed/Unk	TOTAL
[_____	_____	_____]	_____%	_____%	____%	_____%	_____%	_____%	____%	_____%	_____%

2. APPROVED: _____ NOT APPROVED: _____ DATE: _____
If search is not approved by ODC, signature of College President or his/her designee must be obtained.

2. PRESIDENT/DESIGNEE APPROVAL _____ DATE: _____

CODES (for CUNY and Federal statistical purposes)

Race/Ethnicity/Other Protected Group Status
(B) White - Not of Hispanic origin
(C) Black/African American
(D) Hispanic/Latino (Not Puerto Rican) all other races
(E) Puerto Rican
(F) Asian, Native Hawaiian or Other Pacific Islander
(G) American Indian/Alaskan Native
(H) Italian American

Other
(1) Known Disability
(2) Vietnam Era Veteran
(3) Special Disabled Veteran

Disposition Codes
1. Applicant withdrew from cons ideration
2. Unfavorable reference check
3. Salary or Other reason

Referral Sources
1. Internal Applicant
2. Journal/discipline Publication
3. Chronicle of Higher Education
4. New York Times
5. Other (Specify, if known)

DO NOT THROW AWAY APPLICANTS' CVs OR RESUMES

CUNY & FEDERAL POLICIES REQUIRE THE RETENTION OF ALL RECRUITMENT AND SEARCH DOCUMENTS FOR AT LEAST FOUR (4) YEARS AFTER THE CONCLUSION OF A SEARCH. CONTACT THE OFFICE OF COMPLIANCE AND DVERSITY TO PICK UP THE SEARCH DOCUMENTS.