****

**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: \_\_\_\_\_**

1. **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.** |  |  |  |  |  |  |

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

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

1. **Proposed Finalist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. 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**1. 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. COMPLIANCE AND DIVERSITY OFFICER/DESIGNEE
2. Final approximation of the ethnic breakdown of the applicant pool:

 Nat. Hawaiian/ Amer. Ind/ Italian Group Total F M Black Hispanic Asian Pac. Isl Alsk. Nat. 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. 1. PRESIDENT/DESIGNEE APPROVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_
 |

CODES (for CUNY and Federal statistical purposes)

Race/Ethnicity/Other Protected Group Status Other Referral Sources

(B) White - Not of Hispanic origin (1) Known Disability 1. Internal Applicant

(C) Black/African American (2) Vietnam Era Veteran 2. Journal/discipline Publication

(D) Hispanic/Latino (Not Puerto Rican) all other races (3) Special Disabled Veteran 3. Chronicle of Higher Education

(E) Puerto Rican Disposition Codes 4. New York Times

(F) Asian, Native Hawaiian or Other Pacific Islander 1. Applicant withdrew from cons ideration 5. Other (Specify, if known)

(G) American Indian/Alaskan Native 2. Unfavorable reference check

(H) Italian American 3. Salary or Other reason

**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.**