

RECRUITMENT REPORT FOR 2007-08

DEPARTMENT _____

POSITION FILLED _____ DATE _____

Please fill out this form for each tenure-track position that is advertised and return the completed form to the Assistant Provost by April 15, 2007. Please also send a copy to the Human Resources Office and to the Dean of Community Life and Diversity.

1. JOB DESCRIPTION: (Please attach the description to this form)

2. TEXT OF POSITION ANNOUNCEMENT: (Please attach a copy of printed announcements or ads.)

3. LIST PLACES ADVERTISED: (Please attach a copy of your Recruitment Plan; you do not need to complete this section if the information requested is included in the recruitment plan)

4. TOTAL NUMBER OF APPLICATIONS _____
- TOTAL NUMBER OF MALE APPLICANTS _____
- TOTAL NUMBER OF FEMALE APPLICANTS _____
- TOTAL NUMBER OF ETHNIC MINORITY MALE APPLICANTS _____
- TOTAL NUMBER OF ETHNIC MINORITY FEMALE APPLICANTS _____

(Please complete this section as best you can – the Human Resources Office may be able to assist with the numbers)

5. OUTLINE ANY ADDITIONAL EFFORTS, NOT INCLUDED IN YOUR RECRUITMENT PLAN, TO RECRUIT APPLICANTS FROM UNDERREPRESENTED POPULATIONS:

6. NAMES OF APPLICANTS INTERVIEWED AND PLACE OF INTERVIEW:
(Attach separate sheet if necessary)

7. NAME(S) OF PERSONS HIRED AND REASON(S) FOR DECISION:

Chair of the Search Committee (Name/Signature)