

Position Filled Report

Final Report of Faculty, Administrative, or Professional Staff Vacancies

Date: _____

Position Code: Title of Position

Department: Date of Hire:

Position Filled: Yes No If No, Why:

If No, Future Action for Position
Vacancy:

If Other, explain:

If yes, Name of Person Hired:

Highest Degree Held:

Date Position Duties Commence:

Specific Reason this applicant was selected:

Total Number of Applications Received: _____

Total Number of Applicant Surveys Completed: _____

Total Number of Applicants Interviewed: _____

Total Number Interviewed Completed Survey: _____

Place Number of All Applicants in Appropriate Boxes

Ethnicity	Male	Female
Black or African American	<input type="text"/>	<input type="text"/>
American Indian or Alaskan Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
Native Hawaiian/Pacific Island	<input type="text"/>	<input type="text"/>
Other/Not Known	<input type="text"/>	<input type="text"/>

Total Male Applicants:

Total Female Applicants:

1. NUMBER OF APPLICANTS REJECTED BY REASON:

(a.) Insufficient academic achievement:

Ethnicity	Male	Female
Black or African American		
American Indian or Alaskan Native		
Asian		
Hispanic		
White		
Native Hawaiian/Pacific Island		
Other/Not Known		

(b.) Uncertain teaching potential:

Ethnicity	Male	Female
Black or African American		
American Indian or Alaskan Native		
Asian		
Hispanic		
White		
Native Hawaiian/Pacific Island		
Other/Not Known		

(c.) Uncertain research potential in field:

Ethnicity	Male	Female
Black or African American		
American Indian or Alaskan Native		
Asian		
Hispanic		
White		
Native Hawaiian/Pacific Island		
Other/Not Known		

(d.) Insufficient specialization or breadth for field to be covered:

Ethnicity	Male	Female
Black or African American		
American Indian or Alaskan Native		
Asian		
Hispanic		
White		
Native Hawaiian/Pacific Island		
Other/Not Known		

(e.) Other specified reasons:

Ethnicity	Male	Female
Black or African American		
American Indian or Alaskan Native		
Asian		
Hispanic		
White		
Native Hawaiian/Pacific Island		
Other/Not Known		

2. NUMBER OF OFFERS TENDERED:

Ethnicity	Male	Female
Black or African American		
American Indian or Alaskan Native		
Asian		
Hispanic		
White		
Native Hawaiian/Pacific Island		
Other/Not Known		

3. NUMBER OF OFFERS REJECTED:

Ethnicity	Male	Female
Black or African American		
American Indian or Alaskan Native		
Asian		
Hispanic		
White		
Native Hawaiian/Pacific Island		
Other/Not Known		

Office in which all advertisements, screening, selection, and hiring records for this appointment may be reviewed:

Person Responsible for Selection

Title

Date

**E-MAIL COMPLETED REPORT TO THE AFFIRMATIVE ACTION OFFICE
PLEASE KEEP A COPY OF THIS REPORT FOR YOUR FILES**