**EEO COMPLIANCE REPORT**

**For EPA Positions**

This form is to be completed with respect to all recommendations concerning the employment or appointment of an individual to fill a new position or to fill a vacancy in an established position. The completed report is to be submitted to and approved by the EEO Director **before any offer of employment or appointment**.

1. Candidate/Position Data

|  |  |  |  |
| --- | --- | --- | --- |
| Department/Unit: |       | College/School/Division: |       |
| Position Title:  |       | Name of Recommended Candidate: |        |
| Highest Degree Earned: |       | Effective Date (From): |       | Effective Date (To): |       |
| Race: |       | Gender: | [ ]  Male [ ]  Female | Recommended Salary: |       |

**\* If salary exceeds salaries of incumbents in the same position title, please provide justification. Use additional sheets if necessary.**

1. Attach advertisement that includes a description of duties and the minimum qualification requirements for the position.
2. Sources of Advertisement: (attach copies of letters/announcements)

|  |  |
| --- | --- |
| [ ]  National professional journals and newspapers[ ]  Regional journals and newspapers | [ ]  Letters and announcements to schools[ ]  Professional meetings |
| [ ]  Other recruitment methods: (List) |       |

1. Listspecial efforts to recruit minority (i.e., Black, American Indian, Hispanic, Asian) and women candidates (e.g., professional caucuses and organizations or universities). In other words, identify the efforts taken to expand the pool of candidates to include qualified women and minorities:

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1. Committee (include full name, faculty rank, race and gender; identify Search committee chairperson)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Race/Gender | Chair? |
|       |       |       |       |
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1. Record of Applications

Summary Tabulation of Applicants

 **Note:** An applicant is any individual recommended, nominated or who makes written application to or is solicited by a University department, school or other employing unit for employment as a faculty or EPA non-faculty employee.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENDER** | **HISPANICORLATINO** | **BLACK OR AFRICAN AMERICAN** | **WHITE NOT****HISPANIC ORIGIN** | **ASIAN** | **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** | **AMERICAN INDIAN OR ALASKAN NATIVE** | **TWO OR MORE RACES** | **UNKNOWN** | **TOTAL** |
| MALE |       |       |       |       |       |       |  |  |  |
| FEMALE |       |       |       |       |       |       |  |  |  |
| UNKNOWN |       |       |       |       |       |       |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

1. Methods used to ascertain race and gender. (Forward an EEO Letter and/or Supplemental Personal Data for Evaluating EEO Recruitment to each applicant.)

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1. Record of Applicants Excluded from Consideration
	1. Summary tabulation of all applicants who have been excluded from consideration (i.e., any applicant not selected for interview)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENDER** | **HISPANICORLATINO** | **BLACK OR AFRICAN AMERICAN** | **WHITE NOT****HISPANIC ORIGIN** | **ASIAN** | **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** | **AMERICAN INDIAN OR ALASKAN NATIVE** | **TWO OR MORE RACES** | **UNKNOWN** | **TOTAL** |
| MALE |  |  |  |  |  |  |  |  |  |
| FEMALE |  |  |  |  |  |  |  |  |  |
| UNKNOWN |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

* 1. Give specific reasons for the exclusion from consideration of all applicants. List each applicant individually and the reason(s) for exclusion. Please use additional sheets if necessary.

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| **Name** | **Race/Gender**  | **Reason for Exclusion** |
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* 1. Summary Tabulation of Individuals Offered Interviews

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENDER** | **HISPANICORLATINO** | **BLACK OR AFRICAN AMERICAN** | **WHITE NOT****HISPANIC ORIGIN** | **ASIAN** | **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** | **AMERICAN INDIAN OR ALASKAN NATIVE** | **TWO OR MORE RACES** | **UNKNOWN** | **TOTAL** |
| MALE |  |  |  |  |  |  |  |  |  |
| FEMALE |  |  |  |  |  |  |  |  |  |
| UNKNOWN |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

* 1. For each individual offered an interview but not recommended for the position, provide the information requested below (attach additional pages if necessary):

|  |  |  |
| --- | --- | --- |
| **Name** | **Race/Gender**  | **Reason for Exclusion** |
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* 1. For the recommended candidate, list your reasons why you feel this applicant is best qualified.

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| **Reason Why Recommended Candidate is the Best Qualified** |
| Candidate Name |       | Race & Gender |       |
|       |

**SIGNATURES AND EEO DESIGNATION**

We certify that the University’s Equal Employment Opportunity policies have been followed at each stage of the recruitment and selection process. Documentary evidence is on file in the office of the Chairperson, Dean, Director, Special Assistant, Executive Assistant or Chancellor to support the above representations. Please sign in proper sequence (i.e., individual making recommendation, department chair, etc.)

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| --- | --- | --- |
|  |  |       |
| Individual Making Recommendation |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Department Chair/Program Director |  | Date |

**Action of EEO Director:**

|  |  |  |
| --- | --- | --- |
| [ ]  **Approved** [ ]  **Rejected** | **For:** |  |
|  | Name of Selected Candidate |
|  |  |
|  | Position Title |
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| Reason(s) for Rejection: |
|       |
|  |
|  |  |       |
| EEO Director |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Dean or Special/Executive Assistant |  | Date |

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| --- | --- | --- |
|  |  |       |
| Chancellor/Vice Chancellor |  | Date |