



EASTERN CONNECTICUT STATE UNIVERSITY  
Office of Equity & Diversity

**AFFIRMATIVE ACTION SEARCH REPORT**

**SECTION 1: POSITION/SEARCH CLASSIFICATION:**

Position Title: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

UNCLASSIFIED POSITION

- Management/Confidential
- Faculty/Counselors/Coaches/Librarians (AAUP)
- Administrative Faculty (SUOAF)
- OTHER: \_\_\_\_\_

CLASSIFIED POSITION

- Maintenance (NP-2)
- Administrative Clerical (NP-3)
- Protective Services (NP-5)
- Administrative & Residual (P-5)

Position Rank: \_\_\_\_\_ Anticipated Offer/Hire Date: \_\_\_\_\_

**SECTION 2: RECOMMENDED CANDIDATES**

Please list the three recommended candidates below along with rationale and attach their resumes and/or applications to the search report.

CANDIDATE NAME	RACE CODE	GENDER	NOTABLE CANDIDATE STRENGTHS JUSTIFYING RECOMMENDATION

**SECTION 3: TOTAL APPLICANT POOL DEMOGRAPHICS**

Please obtain the candidate demographics of the pool from the Office of Equity & Diversity to complete this section.

<b>RACE/GENDER</b>	<b>MALE</b>	<b>FEMALE</b>	<b>OTHER/UNKNOWN</b>	<b>TOTAL</b>
W: White				
BA: Black				
H: Hispanic				
AP: Asian				
AA: American Indian				
NH: Pacific Islander				
TW: Two or More Races				
U: Unknown				
<b>Total Applicants</b>				

**SECTION 4: RECRUITMENT/ADVERTISEMENT SOURCES**

(other than Eastern, BOR or DAS webpage)

Please list the name(s) of the recruitment/advertising sources used.

<b>TYPE</b>	<b>NAME(S)</b>
Recruitment Website Advertisement	
Professional Organization/Association	
Diversity Recruitment Resource(s)	
Other	

**SECTION 5: NON-RECOMMENDED CANDIDATE DISPOSITIONS**

All applicants (along with their demographics) not recommended for hire must be listed below along with the disposition code and rationale.

**DISPOSITION CODES:**

- 1. Application incomplete (must indicate what was missing in rationale)
- 2. Minimum hiring qualifications were not met (must state which qualification(s) in rationale)
- 3. Does not meet one or more preferred qualifications (must state which qualification(s) in rationale)
- 4. Candidate withdrew application (provide reason [if known] in rationale)
- 5. Meets minimum and preferred qualifications, but not interviewed (must provide rationale)
- 6. Interviewed, but not recommended for hire (must provide rationale)

CANDIDATE NAME	RACE CODE	GENDER	DISP. CODE	RATIONALE

CANDIDATE NAME	RACE CODE	GENDER	DISP. CODE	RATIONALE

W=White BA=Black H=Hispanic AP= Asian AA=American Indian NH=Pacific Islander TW=Two or More Races U=Unknown  
 Attach additional sheets for candidate disposition if needed

## SECTION 6: ITEMS TO INCLUDE WITH SEARCH REPORT

1. Resumes/Applications of recommended candidates
2. Copies of filled-in application evaluation rubrics (from each committee member)
3. List of interview questions (blank)
4. Copy of interview scoring rubric (blank, if used)
5. Sample copy of correspondences sent to candidates (i.e. receipt acknowledgement of application materials/demographic data collection, interview invite/confirmation, notification of non-selection, etc.).

## SECTION 7: SEARCH REPORT APPROVALS

**Acknowledgement of the Search Chair.** As search chair, I affirm that this search was conducted in a fair, equitable, unbiased manner and that confidentiality was maintained as prescribed by University policy and affirmative action guidelines. I also affirm that the information contained within this report is true and correct to the best of my knowledge.

\_\_\_\_\_

Search Chair Name (Print)                      Search Chair Signature                      Date

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Report Approved                       Report Returned                       Search Failed/Rejected

\_\_\_\_\_

Dean/Director    Date

Comments:

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Report Approved                       Report Returned                       Search Failed/Rejected

\_\_\_\_\_

Division Vice President/CIO    Date

Comments:

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Report Approved                       Report Returned                       Search Failed/Rejected

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Vice President for Equity & Diversity    Date

Comments:

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Report Approved                       Report Returned                       Search Failed/Rejected

\_\_\_\_\_

President    Date

Comments: