

MEMORANDUM

To:

From: Sage Loyd

Date:

Subject: Affirmative Action Report/(Job Title)

We are required to have one completed and in the file within 30 days of filling the position. Please complete the enclosed report and return it to Human Relations.

I will be glad to send you this form via e-mail attachment for your convenience if you prefer.

**UNIVERSITY OF ARKANSAS-MONTICELLO
AFFIRMATIVE ACTION REPORT**

This report must be completed and submitted to the Human Relations Officer by the Unit/Department Head when any faculty or staff position has been filled.

Unit/Department _____

Position Filled _____

Date Position Advertised _____ Date Position Filled _____

1. Recruiting (securing a pool of candidates):

a. Methods of Advertising. Give name and date of every advertising contact made **other than** ones made by the Office of Human Relations:

b. Special efforts made to recruit underutilized personnel:

c. Total number of applicants: _____

Note: All applications are to be maintained by the unit/department for at least 3 years.

2. Hiring (reviewing the pool of candidates):

a. Describe the review process utilized. If a search committee was appointed, list makeup of the committee including gender and race.

b. Name of successful candidate: _____

Describe the successful candidate. List reasons this person was selected; give specific documentation.

I. Summary statistics:

	Number of Applicants	Number Selected for Interviewing	Number of Applicants Interviewed	Number of Offers Tendered	Number of Offers Rejected
Male					
Female					
TOTAL					
African-American					
Caucasian					
Hispanic					
Asian					
Native American					
Other					
TOTAL					

Date _____

(Unit/Department Head Signature) _____

Form revised 11/04