

# MEMORANDUM

To:

From: Sage Loyd

Date:

Subject: Affirmative Action Report/(Position)

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

**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:

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:

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

\*Please refer to the UAM application to obtain information. If no information was reported, please use the unreported section of the table. Enter U/K (unknown) if you do not know the information.

\_\_\_\_\_ Date \_\_\_\_\_  
 (Unit/Department Head Signature)