

# RECRUITMENT SUMMARY REPORT

**I. POSITION DESCRIPTION:**

- A. Department: \_\_\_\_\_ College/School: \_\_\_\_\_
- B. Title: \_\_\_\_\_ Search ID.: \_\_\_\_\_
- C. Tenure Status:
  - Tenure                      Non-Tenure (Track)                      Non-Tenured not on Track
- D. Vacancy Type:      New Position      Open Position                      Opportunity Hire
- E. Recommended date of appointment \_\_\_\_\_

**II. FINAL STATISTICAL DESCRIPTION OF APPLICANT POOL (Contact EOS for this Data)**

- A. Total number of applicants: \_\_\_\_\_
- B. Total number of candidates considered for interview: \_\_\_\_\_
- C. Source of Applicants: (See Attached)
- D. Ethnic & Gender Breakdown of Self Identification forms received.

Race /Ethnicity	White	Black /African American	Hispanic/Latino	Asian	Native Hawaiian or other Pacific Islander	American Indian or Alaskan Native	More than one Race	Race Unknown	Total
Males									
Females									
Sex Unknown									
Totals									

**III. RECRUITMENT SUMMARY**

- A. List any other methods used in recruitment; i.e. journals, etc.
- B. Specify length of time for search and recruitment.
- C. List criteria applied for screening of applicants.

Revised 07/06/2010

EOS Review: Director’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **RECRUITMENT SUMMARY REPORT**

### **IV. CANDIDATE(S) RECOMMENDED/HIRED INFORMATION**

**A. Name of Candidate (s) Recommended/Hired:**

**B. Response to Offer :** Accepted      Rejected      Rescinded

If an offer was rejected or rescinded please explain reason or attach declination letter.

**C. Additional Information**

**V. COMMENTS:**