

# ROWAN UNIVERSITY

## EEO Hiring Record

Completion of this form by the appropriate Department Chair, Program Director, Chair of the Search Committee, or other university official is required for all positions and due at the conclusion of the search. Approval of this form by the appropriate Vice President, Provost, or Dean is required.

1. POSITION RANK/TITLE \_\_\_\_\_

DEPARTMENT/OFFICE \_\_\_\_\_

2. CHAIR, SEARCH COMMITTEE \_\_\_\_\_

3. MEMBERS OF SEARCH COMMITTEE: (NAMES)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **ATTACH** a copy of the advertisement(s) of the position

a. **ATTACH** a list of all the places where this position was advertised.

5. **ATTACH** a copy of interview questions and criteria used in screening and evaluating candidates

(Include any notes or evaluation forms filled out by search committee members)

6. TOTAL NUMBER OF APPLICANTS: \_\_\_\_\_

(Attach a list of all applicants in alphabetical order.)

7. Number of candidates INTERVIEWED \_\_\_\_\_

- Attach a list of candidates interviewed including dates and location
- Attach resumes of all candidates interviewed

8. Search committee recommendations :

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

9. NAME OF CANDIDATE SELECTED (TO BE COMPLETED BY PERSON MAKING SELECTION)

\_\_\_\_\_

➤ **ATTACH** RATIONALE FOR SELECTION

10. EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES WERE FOLLOWED IN THE SEARCH AND INTERVIEW PROCESS FOR THIS POSITION. THE CANDIDATE RECOMMENDED IS THE CANDIDATE WHO MOST CLOSELY SATISFIES THE REQUIREMENTS FOR THIS POSITION.

A. INITIATOR OF THE FORM \_\_\_\_\_ DATE \_\_\_\_\_

B. DEAN/UNIT HEAD \_\_\_\_\_ DATE \_\_\_\_\_

C. PROVOST OR VICE PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

**FORWARD FORM AND ATTACHMENTS TO THE OFFICE OF EQUITY AND DIVERSITY**

**FOR DATA COLLECTION AND STATISTICAL PURPOSES – LINDEN HALL**