

**UNIVERSITY AT ALBANY
AFFIRMATIVE ACTION SEARCH REPORT**

SEARCH NUMBER _____

POSITION BUDGET TITLE _____ DATE COMPLETED _____
 HIRING DEPARTMENT/ OFFICE _____ DEPARTMENT/OFFICE _____ TELEPHONE _____
 CHAIR/OFFICIAL _____ NUMBER _____
 CONTACT PERSON _____ TELEPHONE _____
 NAME & TITLE _____ NUMBER _____

1. TOTAL APPLICATIONS _____.
2. CANDIDATES INTERVIEWED:
- A. Total number of persons interviewed: _____.

B. Please complete table regarding Interview Pool:

No.	Name	Gender	Race/ Ethnicity	Referral Source	Interview Date	Outcome

3. CANDIDATES WERE RECOMMENDED TO THE SELECTING OFFICIAL(S):

No.	Name	Gender	Race/ Ethnicity	Referral Source	Interview Date	Outcome

4. PROPOSED SELECTEE _____ SALARY \$ _____ ANTICIPATED START DATE _____

5. OTHER CANDIDATES TO WHOM THE POSITION WAS OFFERED:

NAME	GENDER	RACE/ETHNICITY	REASON FOR DECLINING THE JOB

6. AUTHORIZING SIGNATURES

SEARCH COMMITTEE

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

DEPARTMENT CHAIR/OFFICIAL

I certify the above to be true, to the best of my knowledge.
_____ Signature
Date _____

OFFICE OF DIVERSITY AND AFFIRMATIVE ACTION

Concur: _____	Not Approved _____	Date _____
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