FLORIDA STATE UNIVERSITY
Affirmative Action Search, Screening, and Selection Summary

Directions: Please complete departmental information and questions 1 - 11 upon conclusion of the selection process for all Faculty and A&P positions, as well as USPS positions in pay band 04. The Hiring Authority must keep a copy for their files and forward a second copy with appropriate attachments to Human Resources.

Department: _____

College/Administrative Unit: _____

Position Title: _____

Position/Leg #: _____

CATEGORY: (Please check one)
( ) FACULTY
Applicant Flow Log Attached? Yes No
( ) A&P
Maintain App. Status Info. in OMNI
( ) USPS
Maintain App. Status Info. in OMNI

1. Please indicate the name, sex, and race[1] of the last three (3) hires in this same position:

Name	M	F	W	B	H	I	A	N	2 +

2. Indicate length of time the position was advertised: _____ Days.

3. Indicate length of time to complete the job search: _____ Days.

4. Was the position advertised in national publications or websites? (Yes) or (No)

Name(s): _____

5. Was the position listed or posted with other Florida Universities? (Yes) or (No)

Name(s): _____

6. Was the position listed or posted with non-Florida Universities? (Yes) or (No)

Name(s): _____

7. Was the position listed with the Florida Department of Workforce Innovation? (Yes) or (No)

8. Please indicate any other type of advertisement used and the name(s):

_____

9. Was a Search Committee used to screen candidates and make recommendations? (Yes) or (No)

Please indicate Names and Titles of Search Committee, if no committee was used indicate Interviewers:

Name	**Title**

Name	**Title**

10. Please breakdown applicants by sex and race[1] according to Selection Process data:

TOTAL	M	F	W	B	H	I	A	N	2 +
INTERVIEWEES									
HIRED									

11. State any special circumstances relative to this search or additional comments:

_____

Print Name	Signature	Phone	Date

[1] Race: (**W**) White; (**B**) Black or African American; (**H**) Hispanic or Latino; (**I**) Native Hawaiian or Other Pacific Islander; (**A**) Asian; (**N**) American Indian or Alaska Native; (**2+**) Two or More

RETURN TO:

Human Resources
6200 University Center A
P.O. Box 3062410
Tallahassee, FL 32306-2410

EO & Compliance/HR USE ONLY: