

Date: _____

Pre-interview Review: For **Regular, Tenured, and Tenure Track Positions**, please submit an original and one copy of this form to the Office of Affirmative Action. Complete the form except for items marked * which are to be completed **after** interviews have been conducted. For **Term Positions**, no *pre-interview* reviews are required.

Final Review: For all positions, please submit the original of this form, with all items completed, along with the Unclassified Appointment Record (Appendix 11) to the Office of Affirmative Action.

1. DEPARTMENT/UNIT/COLLEGE

Unit or Department _____ College or Other unit _____

Authorized Signature _____ Authorized Signature _____

Department Telephone Number: _____

Department Address: _____

Department e-mail : _____

2. POSITION

Position Rank/Title _____

Position Number _____
(This number must correspond with the number on the Appendix 8, Faculty And Staff Vacancy Form)

Administrative/Service Appointment:

- Regular
- Term, ending _____

Faculty Appointment:

- Regular
- Tenure-track
- Tenured
- Term, ending _____

3. PERSON RECOMMENDED FOR HIRE (Complete this section after interviews)

If this person will have teaching or advising responsibilities, was spoken English language competency assessed by a student? Yes No

If yes, submit a completed Human Resources (HR) PER-20 Form for each candidate interviewed to the appropriate department.

- Gender
- Male
 - Female

- Race
- Hispanic
 - Asian
 - Black
 - American Indian
 - White
 - Unknown

Name of Person Recommended For Hire

Last Name First Name MI

4. APPLICANT POOL

Percentage availability of minorities and women in this discipline. (See latest Utilization Analysis and Goals) <http://www.k-state.edu/affact/Plan/index.htm>

_____ %Women _____ %Minorities

Number of applicants _____

NOTE: Count minority women in both categories.

_____ Minorities = _____ % of all applicants

_____ Unknown Minorities = _____ % of all applicants

_____ Women = _____ % of all applicants

_____ Unknown Women = _____ % of all applicants

5. APPLICANTS PROPOSED FOR INTERVIEW

NOTE: If the person hired from this pool will have teaching or advising responsibilities, a student must assess the spoken English language competency of all persons interviewed for this position. Submit a completed HR PER-20 for each person interviewed to the appropriate department.

	Male	Female	Unknown Gender	White	Black	Asian	Hispanic	Indian American	Disabled	Unknown Race

No applicants will be interviewed for this position Yes No (For unsuccessful searches only)

***5. COMPLETE THIS SECTION AFTER INTERVIEWS**

Total number of applicants interviewed for this position _____

Including: _____ Minorities (Male and Female) _____ Women

6. DISPOSITION OF APPLICANTS

Criteria for Non-Selection

- 1. Educational Achievement
- 2. Teaching Experience
 - a. quantity
 - b. quality
- 3. Research or Professional Specialty
- 4. Scholarly and Publication or Creative Activity
 - a. quantity
 - b. quality
- 5. References
- 6. Other (specify)

For the pre-interview review, indicate the basis individuals were eliminated. For the final review, indicate the basis individuals interviewed were not selected. List names and addresses of **all** candidates, **including those proposed for interview**. Please use the table or attach a spreadsheet of **all** applicants with the following information (see below).

*Note: If you do not know the applicant's race or sex indicate unknown (U) in the appropriate box.
 **If you have additional names please attach a separate table including the information from the table below.

Name	Address	Sex	Race	Interviewed	Rejected offers	Criteria for Non-Selection

7. RECRUITMENT SUMMARY

Were all methods of recruitment in the Recruitment Plan carried out? Yes No

If No, explain

Were any methods of recruitment carried out that were not included in the recruitment Plan?

Yes No

If Yes, explain:

By which method of recruitment did the recommended candidate learn about the position?

8. SIGNATURES

Reviewed by Office of Affirmative Action, prior to interview

Signature of Affirmative Action Reviewer

Date

Reviewed by Office of Affirmative Action, prior to appointment

Signature of Affirmative Action Reviewer

Date

Retain a copy of this document and all documents related to the recruitment of this position with departmental recruitment files for a period of five (5) years.