

Recruiting Activity Summary

Department _____ College _____

Position Being Filled _____

Starting Date of Position _____

Chair and Members of Screening/Interviewing Committee:

Advertising resources used, e.g., *Chronicle*; Deans; Career Services at other educational institutions; newspapers; professional journals (by name):

Copies of the ad(s) are are not enclosed.

Apparent Composition of Field of Candidates

Minority Group	Male	Female
White		
Black Non-Hispanic		
Hispanic		
Asian		
American Indian		
Unknown		

Names of Interviewees	Offer?		Hired?		Explanation
	Yes	No	Yes	No	

Comments: _____

Search Chair: _____ Date: _____

AA Liaison: _____ Date: _____