

## GOOD FAITH SEARCH FORM

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DEPARTMENTAL OR SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

REQUISITION NUMBER: \_\_\_\_\_

TITLE: \_\_\_\_\_

JOB GROUP: \_\_\_\_\_

In order to comply with government regulations and the University's Affirmative Action Plan, please complete this form and return to the above recruiter after reviewing all resumes or applications and before an employment offer is made. (Please print clearly or type)

Candidate's Name	Date	Interviewed? (yes/no)	Sex	*Race/ Ethnic Group	Int. or Ext. Candidate (Indicate one)	**Disposition	Comments (i.e., please clarify reason(s) why candidate was or was not selected)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Brief summary of affirmative action steps taken in search (e.g., advertisements, contacted minority or women's organizations, etc.)

- \* 1 - Caucasian
- 2 - Black
- 3 - Asian/Pacific Islander
- 4 - American Indian
- 5 - Hispanic

- R1 Rejected - Does not meet minimum requirements
- R2 Rejected - More qualified candidate chosen
- R3 Rejected - Salary expectation higher than available
- R4 Rejected - Not suitable and/or unfavorable references
- R5 Rejected - No position available fitting career interest
- S Selected - Candidate selected for potential hire

DEPT OR SCHOOL APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_ EEO/AA APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_