

**Candidate Information Selection
Special Monitoring Procedures**

State and federal laws, and institutional policies, commit Purdue University to equal employment opportunity for all, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam era veteran.

Section A: Proposed Candidates for Interview

Position Title: _____ Department: _____

Hiring Supervisor: _____ Phone: _____

List in rank order those candidates for which you are requesting interviews. Attach resume of each candidate.

Applicant's Name
1.
2.
3.
4.
5.

Section B: Statistical Description of Applicant Pool

Contact Human Resource Services to obtain a statistical description of the applicant pool.

Total number of applications received: ____ Total number of candidates to be interviewed: ____

	White	American Indian/ Alaska Native	Black/ African American	Asian	Native Hawaiian/Other Pacific Islander	Hispanic/ Latino	Multiracial/ Other	Race Unknown	Total
Males									
Females									
Sex Unknown									
Totals									

If additional recruitment steps beyond those identified in the Recruitment Plan were undertaken by the hiring department, please attach information documenting these efforts.

Section C: Approval to Interview

Requested by: _____

Approved by: _____

Hiring Supervisor Date

Affirmative Action Office Date

Section D: Approval of Proposed Offer

Candidate Recommended: _____

Please attach comments supporting this recommendation and your decision NOT to hire the other candidates listed in Section A, including each candidate's strengths and weaknesses, and date of interview.

Hiring Supervisor Date

Affirmative Action Office Date