

Search and Screen Recommendation Form

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 veteran.

Section A Employment Recommendation

School/College

Position Title and Rank

Org. Unit and Name

Salary Range

Date Position Announced

Anticipated Start Date

Permanent 10-Month Part-time
 Full-time 12-Month Other (e.g., continuing lecturers) _____

Section B Final Statistical Description of Applicant Pool

(Contact the Office of Institutional Equity for this data.)
Total number of applications received: _____ **Total number of candidates interviewed:** _____

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

Section C Description of Candidate(s) Recommended/Hired

1. Attach all advertisements used in your search. (Example: copy of advertisement placed in *The Chronicle of Higher Education*, Web page, etc.; please provide the actual advertisement [i.e. tear sheet, photocopy].)
2. Attach a list of all applicants.
3. Attach a short paragraph supporting the recommended candidate. Comment on the candidate's strengths and weaknesses. Supporting paragraphs should be attached to this document.

Name of Candidate(s) Recommended/Hired

Section D Description of Other Candidates Interviewed

Attach a short paragraph supporting your decision NOT to consider the candidates listed under Section D. Please comment on each of the candidate's strengths and weaknesses.

Date	Candidate's Name	Date	Candidate's Name
_____	_____	_____	_____
_____	_____	_____	_____

Section E Signatures

1. Search Chair _____ Date _____

2. Dept. Head/Director _____ Date _____

3. Vice President/Dean _____ Date _____

4. Office of Institutional Equity _____ Date _____



OFFICE OF INSTITUTIONAL EQUITY
 155 South Grant Street • West Lafayette, IN 47907-2114
 (765) 494-7253 • (765)496-1343 (TTY) • Fax (765) 496-1295

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Section C

