

University of Pennsylvania Staff Affirmative Action Compliance Form

The information provided on this form is used to document the University's good faith efforts during the recruitment and selection process and to affirm that the search was conducted in a manner that is consistent with relevant University policies. Please see the reverse side of this form for further instructions and definitions.

I. POST AND SEARCH INFORMATION

Job Title _____ Reference No. _____

School/Center _____ Department _____

If advertisements were placed in addition to PeopleAdmin (newspapers, websites, etc.), please attach.

II. APPLICANTS INTERVIEWED

(See codes on reverse side of this form. Shaded areas are to be completed by the Staff Affirmative Action Compliance Officer.)

Total Number of Applications Received _____	Total Number of Applicants Interviewed _____
Total Number of Minorities _____	Total Number of Minorities _____
Total Number of Women _____	Total Number of Women _____

NAME	Sex	Hispanic/ Latino?	Race/Ethnicity	Interview Method	Reason(s) Not Recommended
Recommended Applicant					

Reason (s) for selection of recommended candidate: _____

III. APPLICANT POOL DATA (IF SEARCH FIRM WAS RETAINED)

Please indicate the name of the search firm. _____

Grand Total	Total Female	Total Minority	Hispanic/ Latino		American Indian Alaskan Native		Asian		Black or African American		Native Hawaiian/ Pacific Islander		White		Two or More Races		Unknown	
			Yes	No	M	F	M	F	M	F	M	F	M	F	M	F	M	F
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

IV. AUTHORIZING SIGNATURES

All persons signing this compliance form attest that a good faith effort was made to conduct the search and selection process for this position in compliance with relevant University policies and procedures pertaining to filling vacancies including equal opportunity/affirmative action.

Hiring Officer

Date

AA Compliance Officer

Date

University of Pennsylvania Staff Affirmative Action Form

The hiring officer should complete and sign the form, and then forward it to the School or Center staff affirmative action compliance officer for review and approval as evidenced by his or her signature. After the compliance review, please submit the original signed form to Human Resources, provide a copy to the Office of Affirmative Action, your compliance officer, and retain a copy for your records. If you have questions regarding the affirmative action compliance process and/or the completion of this form, please contact the Office of Affirmative Action and Equal Opportunity Programs at 215-898-6993 (voice), 215-898-7803 (TDD), or oaacop@pobox.upenn.edu.

The race and ethnicity definitions for federal reporting purposes are as follows:

S	Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
B	Black or African American: A person having origins in any of the black racial groups of Africa.
P	Native Hawaiian or other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
C	White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
R	Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
A	American Indian/Alaska Native: A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.
T	Two or More Races: All persons who identify with more than one of the above six races.

SEX

1. Female
2. Male

INTERVIEW METHOD

1. Interviewed by telephone
2. Interviewed by video conference
3. Interviewed in person

REASON NOT RECOMMENDED

1. Previous experience not as strong
2. Did not possess preferred educational level
3. Position related skills not as strong
4. Applicant salary requirement too high
5. Applicant declined interview
6. Applicant withdrew from consideration
7. Applicant rejected offer
8. Applicant declined position
9. Other (please provide explanation)