



B. Identify specific efforts to attract female and minority applicants. Answer the following questions about the method for publicizing the opening by checking either “yes” or “no.” Include an explanation if you check “no.”

<p>Will you place timely advertisements in the major professional journals and registries of the discipline? If not, explain.</p> <p>_____</p> <p>_____</p>	<p>Yes No</p>
<p>Will you place timely advertisements in publications (newsletters, journals) of minority and women’s organizations associated with the discipline? If not, explain.</p> <p>_____</p> <p>_____</p>	<p>Yes No</p>
<p>Will you advertise in <i>INSIGHT Into Diversity</i> or <i>Diverse: Issues in Higher Education</i>? If not, where will you advertise to reach the underrepresented minorities?</p> <p>_____</p> <p>_____</p>	<p>Yes No</p>
<p>Will you send direct letters to graduate departments? If not, explain.</p> <p>_____</p>	<p>Yes No</p>
<p>Will you contact and request referrals from persons active in the discipline including minorities, women, disabled persons’ and veterans’ organizations? If so, specify type of contact and their means to distribute information. If not, explain.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes No</p>
<p>Will you contact institutions and departments having high enrollments of women, minorities, disabled persons and/or veterans? If so, specify type of contact. If not, explain.</p> <p>_____</p> <p>_____</p>	<p>Yes No</p>
<p>Will you actively recruit women, minorities, disabled persons, and veterans at meetings or conferences? If so, specify which conference(s) and the date(s). If not, explain.</p> <p>_____</p> <p>_____</p>	<p>Yes No</p>

C. If no minority and female professional publications or organizations will be notified, explain why.

\_\_\_\_\_

\_\_\_\_\_

9. Describe any specific difficulties or issues related to this search that the Affirmative Action Committee should consider in evaluating the recruitment plan.

\_\_\_\_\_

\_\_\_\_\_

10. Is there any way in which the Affirmative Action Committee can help you in the recruitment process?

\_\_\_\_\_  
\_\_\_\_\_

11. If in the course of your search you identify any individual or organization that have been especially helpful as a source of minority or women applicants, we would appreciate you providing their names and contact information here: \_\_\_\_\_

\_\_\_\_\_

12. Answer the following questions about the position by checking either “yes” or “no.”

Does this position involve supervising other employees?	Yes	No
Does this position involve human subjects research?	Yes	No
Does this position involve animal contact—Department of Animal Research (DAR) or laboratory work with lab animals?	Yes	No
Does this position work in a laboratory?	Yes	No
Does this position involve work in a BSL2 or BSL3 laboratory?	Yes	No
Does this position involve clinical patient contact?	Yes	No
Does this position involve radioactive materials and/or Radiation Devices?	Yes	No
Will this employee need unescorted access to an irradiator?	Yes	No

13. Report Submitted by

\_\_\_\_\_  
Print Name

**Chair of Search Committee**

\_\_\_\_\_  
Signature

**Chair of Department**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**Person Completing this Report**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**College Office Use Only**

\_\_\_\_\_ Vacancy Number

Result in Affirmative Action Committee

\_\_\_\_\_ Approved

\_\_\_\_\_ Changes required (specify changes)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Affirmative Action Committee Chair