

Baruch College/The City University of New York
AFFIRMATIVE ACTION CERTIFICATION for NON-TEACHING INSTRUCTIONAL STAFF
(HEO, CLT, RA)

Title of Position: _____

SEARCH PROCEDURES DOCUMENTATION

1. TOTAL number of applications received: _____ Male: _____ Female: _____ Unknown: _____

1a. Ethnic breakdown of the applicant pool based upon number of applications received:

| | <u>White</u> | <u>Black</u> | <u>Hispanic</u> | <u>Asian/ Pacif. Isl.</u> | <u>Amer. Indian Alsk. Nat.</u> | <u>Hawaiian</u> | <u>Italian- American</u> | <u>Unknown</u> | <u>TOTAL</u> |
|---------|--------------|--------------|-----------------|-------------------------------|--|-----------------|------------------------------|----------------|--------------|
| Female | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Male | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Unknown | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

1b. Of the above candidates, indicate how many were interviewed:

| | <u>White</u> | <u>Black</u> | <u>Hispanic</u> | <u>Asian/ Pacif. Isl.</u> | <u>Amer. Indian Alsk. Nat.</u> | <u>Hawaiian</u> | <u>Italian- American</u> | <u>Unknown</u> | <u>TOTAL</u> |
|---------|--------------|--------------|-----------------|-------------------------------|--|-----------------|------------------------------|----------------|--------------|
| Female | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Male | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Unknown | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

2. From what specific source was the selected candidate recruited: _____

3. Name of candidate selected: _____

Salary: _____

4. Additional candidate(s) offered the position: _____

STATED REASON OFFER REFUSED: _____

5. Names of other candidates interviewed but not offered the position (THIS MEANS ALL CANDIDATES INTERVIEWED, NOT JUST FINALISTS MOVED FORWARD TO THE HIRING MANAGER):

AFFIRMATIVE ACTION CERTIFICATION

Prior to an offer being made, appropriate college officers shall certify that affirmative action procedures have been followed. In the case of reclassification, college officers must attest that the proposal conforms to all equal employment policies. A recruitment plan has been submitted to the College Chief Diversity Officer for approval before a vacancy is announced.

I certify that affirmative action procedures have been followed and that the above is true to the best of my knowledge and belief.

 Name and Signature of Chief Diversity Officer

 Date

REGULATIONS REQUIRE THE RETENTION OF ALL SUPPORTING DOCUMENTS, INCLUDING RESUMES OF APPLICANTS, FOR AT LEAST THREE (3) YEARS.