

Texas Tech University Health Science Center El Paso

EEO/ Affirmative Action Recruitment Summary

Proper completion of this form is a requirement of the TTUHSC Affirmative Action Programs

Must be completed for Faculty, Staff and Student Positions

Requisition #: _____ Current Date: _____

Candidate Selected: _____ Hire Date: _____

Position Title: _____ Salary: _____

Position Details: (select only one)

Initial Appointment

Reappointment

New Position

Replacement _____ Replacing Employee _____

Race: _____ Gender: _____ Salary: _____

List Recruitment advertising, contracts and correspondence used to generate candidates (if not included in the AA In- Progress Review (Att. C):

Print/ Paper Advertising:

Local: _____ State: _____

National: _____

Online Sources: List all sites where this position was advertised:

Personal Contacts: (Please detail all sources you reached out to for referrals)

Recruiting Firms/ 3rd Party firms engaged in search:

Applicant Information (provided by the local HR office if available)

Total Number of Applicants: Men _____ Female: _____ Blacks: _____ Hispanics: _____

Asian/ Pacific Islanders: _____ American Indians: _____ Disabled Persons: _____ Veteran: _____

Number interviewed by class: Men _____ Female: _____ Blacks: _____ Hispanics: _____

Asian/ Pacific Islanders: _____ American Indians: _____ Disabled Persons: _____ Veteran: _____

Justification for hiring decision:

Provide name and reason for each candidate that declined an interview or declined job offer:

Signatures hereby certify that the employment action(s) described above adhere to TTU HSC's OP's and EEO and Affirmative Action policies and that all employment records will be retained for five (5) years .

Signature of Department Head Date

Signature of Administrative Official Date