

Texas Tech University Health Sciences Center El Paso

EEO/ Affirmative Action Recruitment Summary

Proper completion of this form is a requirement of the TTUHSC El Paso 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 TTUHSC El Paso OPs 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