

## BAYLOR UNIVERSITY AFFIRMATIVE ACTION SUMMARY

Position Title:	Vacancy/EMS Tracking Number:
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Department Name:	Department Number:	Job Code/EEO Job Category:
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Provide the following information regarding the applicant selected:

Name	Gender	Interview Date	Start Date

2. Check appropriate boxes regarding the applicant selected:

<b>STATUS:</b>	Present Employee	New Hire
<b>CHECK ONE:</b>	Hispanic	Non-Hispanic
<b>CHECK ALL THAT APPLY:</b>		
Alaskan Native or American Indian (I)	Asian (A)	Black or African American (B)
Native Hawaiian or Pacific Islander (P)	Hispanic or Latino (H)	White or Caucasian (C)
Disabled Veteran	Recently Separated Veteran	Other Protected Veteran
		Armed Forces service medal Veteran

3. Provide information for each applicant interviewed but not selected, including specific reason for rejection.  
(Please use additional sheets as necessary.)

Applicant Name	Gender	Race/Ethnicity	Interview Date	Reason for rejection after interview

4. Total applications/vitas received  **NOTE:** This may be provided by Human Resources.

ALL APPLICANTS TOTAL			TOTALS OF MINORITY AND OTHER APPLICANTS			
TOTAL MALE & FEMALE	TOTAL MALE	TOTAL FEMALE	MALE		FEMALE	
			___ Alaskan Native or American Indian	___ Alaskan Native or American Indian		
RELIGIOUS AFFILIATION (Faculty Only)			___ Asian	___ Asian		
Baptist ___ Other ___			___ Black or African American	___ Black or African American		
DISABILITY STATUS			___ Hispanic or Latino	___ Hispanic or Latino		
Disabled Individual _____			___ Native Hawaiian or Pacific Islander	___ Native Hawaiian or Pacific Islander		
			___ White/Caucasian/Non-Hispanic	___ White/Caucasian/Non-Hispanic		
VETERAN STATUS						
Disabled Veteran ___		Other Protected Veteran ___		Armed Forces Service Medal Veteran ___		
				Recently Separated Veteran ___		

5. How many applications were considered beyond the “preliminary screening”?   
 (“Preliminary screening” is defined as meeting the listed position qualifications and appearing to be capable of performing major duties.)

ALL APPLICANTS TOTAL			TOTALS OF MINORITY AND OTHER APPLICANTS			
TOTAL MALE & FEMALE	TOTAL MALE	TOTAL FEMALE	MALE		FEMALE	
			<input type="checkbox"/> Alaskan Native or American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White/Caucasian/Non-Hispanic		<input type="checkbox"/> Alaskan Native or American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White/Caucasian/Non-Hispanic	
RELIGIOUS AFFILIATION (Faculty Only)						
Baptist _____		Other _____				
DISABILITY STATUS						
Disabled Individual _____						
VETERAN STATUS						
Disabled Veteran _____		Other Protected Veteran _____		Armed Forces Service Medal Veteran		
				Recently Separated Veteran _____		

6. Was a written position announcement and description prepared? Yes No  
 If no, indicate why not: \_\_\_\_\_  
 If yes, attach a copy of each.

7. Was the position advertised? Yes No  
 List the name of each publication and referral organization, plus the number of responses from each. Describe efforts made to determine the availability of qualified minority, women, veterans and people with a disability as candidates for the position. (Use additional sheets as necessary.)

PUBLICATION/ORGANIZATION	RESPONSES

8. Search/Screening Committee members:


\_\_\_\_\_  
 Department Head Date

\_\_\_\_\_  
 Academic Dean, if appropriate Date

\_\_\_\_\_  
 Divisional Vice President Date

\_\_\_\_\_  
 AA/EEO Officer Date