

HSC Faculty Addendum

Requisition Number	
Campus/Unit	
Department	
Position Vacancy/Title	
Position Number	
Job Open Date	
Expected to be filled by (MM/YYYY)	

Search Committee Details

Search Committee Chairperson	
Search Coordinator	
Search Committee (Name, Title, and Department)	
Search Committee - Male	
Search Committee - Female	
Search Committee - African American	
Search Committee - Hispanic	
Search Committee - American Indian/Native Alaskan	
Search Committee - Asian	
Search Committee - Other	

Third Party

Was a third party firm engaged on this search?	Yes No
If yes, please type in the name of the Third Party.	

Candidate Pool Evaluation

Number of Applications Received	
Number of Candidates Appear to be Female	
Number of Candidates Appear to be URM	
Number of Candidates Under Consideration Appear to be Female	
Number of Candidates Under Consideration Appear to be URM	

Required Attachments:

Please attach a copy of each job advertisement under the Attachments tab on the requisition.

In the below area, please select the appropriate advertising category. Please list each individual ad separately.

Advertisement #1

Advertisement Category	
Specific Advertisement Source	
Date published	
Length of Ad	

Advertisement #2

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Advertisement #3

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Advertisement #4

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Advertisement #5

Advertisement Category	
Specific Ad Source	
Publication Date	
Length of Ad	

Additional Recruitment / Advertising Information

Institutions or professional groups contacted by letter
(List by group or type, if applicable, rather than individually)

Additional recruitment activities to recruit female and URM candidates

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The Office of Equal Employment Opportunity must certify each search prior to scheduling interviews.

If this review does not fit your search process, please discuss with your Regional Human Resources Office and /or reference OP 60.09.

Have you attached a copy of each published advertisement to the requisition?

Yes

No

Additional Information/Special Circumstances

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Form Approval

HR ApprovalEmployment Office

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Additional Approval

Bypass

EEO Office

Bypass