

Texas Tech University Health Sciences Center
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 HSC Faculty Addendum (Attachment 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 Attached (Please contact the HR office to obtain candidate/applicant demographic data.)

Justification for hiring decision:

Provide name and reason for each candidate that declined an interview or declined job offer: (MUST be completed)

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 or three (3) years, as applicable .

Signature of Department Head

Date

Signature of Administrative Official

Date