



THE RESEARCH FOUNDATION
The State University of New York

SUNY Fredonia

Pre-Interview Search Procedure Report

The pre-interview search procedure report provides a complete record of the search procedure for the vacant position listed below. Each question must be answered fully before submitting this form for approval. The form must be approved before the search will be permitted to continue. Please provide all information in the space provided. Type all information directly on the form. *(Attach additional sheets only when necessary).*

Department/Office: _____

Department Chair: _____

Prof title: _____

Project Director _____

Date position was released: _____

Date recruitment process was approved: _____

Date appointment becomes effective (anticipated): _____

Search Committee Chair: _____

Office: _____

Telephone: _____

Fax: _____

E-mail: _____

I. Qualifications for the position *(must be exactly as it appears on the approved Position Release/Recruitment Plan. As an alternative, attach a copy of the approved Position Release/Recruitment Plan form).*

A. Required:

B. Preferred:

II. Recruitment Procedures

A. In which publications was the position posted? *(Attach copies of actual ads placed in the publications indicated).*

B. Describe the personal networking efforts made. *(Attach sample copies of letters and correspondence).*

C. What specific procedures did you use to increase the pool of underrepresented ethnic minorities, women, Vietnam Era veterans and persons with disabilities? *(Attach sample copies of letters and correspondence).*

III. Describe the process used to screen applicants. *(Include copies of rating sheets or other materials used to evaluate the applicants and make decisions about the applicants. Include a copy of the search committee minutes from meetings where decisions were made regarding the selection of applicants.)*

IV. Profile of Applicants

A. Describe the applicant pool. *(Complete to the best of your ability. For assistance, contact the Post Award Grants Administration Office at X3196).*

Gender	Black	Latino/ Hispanic	Native American	Caucasian	Asian	International (non-citizen)	Total
Female							
Male							
Total							

Vietnam Era Veterans _____ Persons with Disabilities _____

B. Analyze the persons being invited for an interview.
(Either telephone or on campus)

Gender	Black	Latino/ Hispanic	Native American	Caucasian	Asian	International (non-citizen)	Total
Female							
Male							
Total							

Vietnam Era Veterans _____ Persons with Disabilities _____

If interviewee pool does not correlate with applicant pool, please explain:

- V. **List the name, gender and ethnicity (if known) of each person recommended for an interview and provide a specific reason why each is being recommended.** (Attach a copy of the vita of each person being recommended).

(Insert additional sheets here, if necessary)

VI. List the name, gender and ethnicity (if known) of each candidate who is NOT being recommended for an interview AND provide a specific reason why each is not being recommended. (Attach the vita of all candidates known to be underrepresented minority, women, Vietnam Era Veterans and persons with disabilities, who were not invited for the interview. For searches with a large number of applicants, contact the office of Affirmative Action for advice on which vitae to attach).

Attachment Checklist

1. Copy of each published advertisement, announcement, etc.
2. Sample of all recruitment correspondence
3. Copy of appropriate search committee meeting minutes
4. Vitae of all candidates being invited for interviews
5. Vitae of all candidates known to be underrepresented minority, women, Vietnam Era Veterans & persons with disabilities, who are not being interviewed.

Send TWO copies of this form and all attachments to the dean/director for forwarding to the vice president and affirmative action officer.

Distribution: vice president, dean/director, dept. chair, search chair

Interview & Recommendation Process Report

Department/Office _____

Job Title _____

Signatures Required for Approval

Search Committee Chair

Date

Comments:

Project Director

Date

Comments:

Dean (if required)

Date

Comments:

Sandra Lewis, Director of Affirmative Action

Date

Comments:

Tracy S. Bennett, CPA, Operations Manager

Date

Comments: