INSTRUCTIONS FOR COMPLETING FORM:

1. Complete all the information requested on the search form. Please Note that the form is in Word format. To increase the number of lines on the applicant pool tables, simply tab from the last cell of the table and another line will appear. Double clicking on shaded boxes will bring up a check box option.

2. After the “short list” is identified, but before on-campus* interviews are offered to any candidate, the search form must be submitted to the department/unit head, then to the dean/major administrator and finally to the Office of Equal Opportunity, Ethics, and Access (Mail Code 1280, Hovey 208) for approval of the applicant pool. Please supply reason for not selecting candidates for interview (Section 5). Refer to page 2 of this form for explanation of codes.

   *Applicant pool may be approved before phone interviews take place. After the pool is approved by the Office of Equal Opportunity, no further approval is necessary until the top-ranked candidates are identified and presented for hiring approval (#5 below).

3. Departments are advised to retain a copy of the original search form for their files before routing for required signatures.

4. If approval is granted, a copy will be kept in the Office of Equal Opportunity, Ethics, and Access and the original will be returned to the requesting department/unit. Department/unit may then proceed with arranging and conducting interviews. Please make sure to fill in contact information so we can reach you when the form is ready to be picked up.

5. After interviews have been completed, but before an offer is made to the top-ranked candidate, the first and second ranked candidates must be identified on page 6. Complete “Reasons for NOT Selecting for Hire” section on Pg. 4. Secure signatures of the department/unit head and the dean/major administrator indicating approval of the top-ranked candidates.

6. Forward original to the Office of Equal Opportunity, Ethics, and Access (Mail code 1280, Hovey 208) for approval of top-ranked candidates.

7. If approval of the top-ranked candidates is granted, the Office of Equal Opportunity will return original to the initiating department/unit and retain a copy for office files.

8. The appropriate administrative department/unit may then offer the position to the top-ranked candidates. In the event the top candidate does not accept the position, an offer can be extended to the second-ranked candidate, if applicable.

9. Send the original search form with all signatures and appointment papers to Human Resources (Mail Code 1300). The department/unit should retain a copy.

NOTE: If, for any reason, approval is not granted for either the applicant pool or the top-ranked candidates, the Office of Equal Opportunity, Ethics, and Access will initiate contact with the Dean/Major Administrator.
Illinois State University
Affirmative Action Information Search Form

Reasons for Not Selecting Candidates for Positions

Reasons for not selecting candidates must be specific and job-related. Reasons may not be related to race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, status as a disabled veteran of the Vietnam Era, or other factors prohibited by law. Enter the code numbers of the reasons for not selecting candidates for a position on the Affirmative Action Information Search Form (p. 4). Attach explanations for reasons A13, B5, and C5. The Affirmative Action Search Form with the coded responses of reasons for not selecting candidates becomes part of the record for each position vacancy and may be examined to monitor compliance with Equal Employment Opportunity and good faith search efforts.

Candidate’s Choice
A1 Withdrew to accept another job
A2 Asked not to be considered
A3 Declined the position when offered
A4 Accepted another position within the University
A5 Refused or unable to accept job duties, work schedule, or other job-related conditions
A6 Required higher salary than authorized
A7 Would not relocate
A8 Not available for employment at the time needed
A9 No job opportunity for spouse
A10 Failed to submit complete application materials
A11 Failed to respond for requests for additional information
A12 Not available for interview
A13 Other (please attach explanation)

Results of Interview and/or Seminar/Lecture
C1 Interview revealed that candidate was not interested in the nature of job assignments required in the position.
C2 Interview revealed that the candidate was not well prepared, did not respond to questions clearly and/or was unable to clearly communicate ideas.
C3 Seminar, lecture or other public presentation revealed that the candidate was not well prepared, did not respond to questions clearly and/or was unable to clearly communicate ideas.
C4 Seminar and/or lecture did not demonstrate the level of teaching and/or research ability expected in the position.
C5 Other (please attach explanation)

NOTE: These guidelines do not cover every situation that may arise in the selection process. If you have any questions, please contact the Office of Equal Opportunity, Ethics, and Access, Campus Box 1280, Hovey Hall 208, 438-3383.

Qualifications
B1 Candidate did not meet advertised requirements for position.
B2 Reference check unsatisfactory
B3 Candidate selected had more relevant training and/or experience.
B4 Candidate well qualified for the position, but quality of relevant training and/or experience was higher in the candidate selected. This candidate would be considered for the position if the first choice declines.
B5 Other (please attach explanation)

Applicant Degree Status Abbreviations
(Use these codes to complete sections 4 and 5)

<table>
<thead>
<tr>
<th>Code</th>
<th>Degree Status</th>
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<tbody>
<tr>
<td>B</td>
<td>Bachelor's</td>
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<tr>
<td>M</td>
<td>Master's</td>
</tr>
<tr>
<td>MFA</td>
<td>Master's in Fine Arts</td>
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<tr>
<td>JD</td>
<td>Juris Doctorate</td>
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<tr>
<td>ABD</td>
<td>All But Dissertation</td>
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<tr>
<td>D</td>
<td>Doctorate</td>
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</table>
TENURE TRACK FACULTY, NON-TENURE TRACK FACULTY

CONTACT NAME/PHONE ___________________________ For OFFICE OF EQUAL OPPORTUNITY use only: _________

Position Number: ___________________________ Employing Department: ___________________________
Approved Position Title: ___________________________
Application Deadline Date: ___________________________
☐ Tenure Track Faculty ☐ Non-Tenure Track Faculty
Appointment Date: ___________________________
☐ Old Position - ☐ New Position Former Incumbent: ___________________________

Search Procedures

1) Per your copy of the University’s current Affirmative Action Plan, does this position reflect underutilization? (Please contact the Office of Equal Opportunity, Ethics, and Access if you require assistance completing this section). ☐ YES ☐ NO
If YES, please complete Section 1A and indicate specific outreach in Section 2.

1A. Which populations are underutilized? (Check all that apply)
☐ Female ☐ Hispanic
☐ Minority ☐ Asian/Pacific Islander
☐ African American ☐ Native American

2) Recruitment Sources

National: ___________________________________________
Regional/State: ___________________________________________
Local: ___________________________________________
Composition of **Search Committee** or the Person Responsible for Seeking Candidates:
*(Please encourage a diverse committee in terms of rank, gender, and race/ethnicity)*

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<th>Name</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Title</th>
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4) **Applicant(s) to be interviewed or recommended for employment** (short list)

<table>
<thead>
<tr>
<th>Name</th>
<th>City, State</th>
<th>Applicant Degree Status</th>
<th>Check Interviews</th>
<th>Reasons for NOT Selecting for Hire*</th>
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* Refer to list of Codes on page 2 of instructions
Illinois State University
Affirmative Action Information Search Form

5) Applicants Not Selected for Interviewing (attach additional pages as necessary, include all information as below)

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<th>Name</th>
<th>City, State</th>
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<th>M</th>
<th>MFA</th>
<th>JD</th>
<th>ABD</th>
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<th>Off Campus</th>
<th>On Campus</th>
<th>Must be Completed</th>
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*Refer to list of Codes on page 2 of instructions

Approval of Applicant Pool:

Signature of Department/Unit Head ___________________________ Date ________

Signature of Dean/Major Administrator ________________________ Date ________

Signature of Equal Opportunity Director _____________________ Date ________

Voluntary Information Form Data

- Women: ____________________
- Minority: __________________
- African-American: __________
- Hispanic: __________________
- Asian: ____________________

Total # Applicants ________ # Interviewed ________
Illinois State University
Affirmative Action Information Search Form

FINAL APPROVAL PAGE

Top Ranked Candidate: ____________________________________________________________

Address: __________________________________________ Phone: ______________________

________________________________________

Second Ranked Candidate: ______________________________________________________

Address: __________________________________________ Phone: ______________________

________________________________________

Third Ranked Candidate: _______________________________________________________ 

Address: __________________________________________ Phone: ______________________

________________________________________

Approval of Selected Candidates:

_________________________________________ Date

Signature of Department/Unit Head

_________________________________________ Date

Signature of Dean/Major Administrator

_________________________________________ Date

Signature of Equal Opportunity Director