

Search and Screen Recommendation Form

State and federal laws, and institutional policies, commit Purdue University to equal employment opportunity for all, without regard to race, religion, color, sex, age, national origin or ancestry, disability, status as a veteran, marital status, parental status, sexual orientation, or gender identity or expression.

Along with the completed Form, please submit the following required documentation:

1. All advertisements used in your search. Please provide the actual advertisement (i.e., tear sheet or photocopy).
2. A list of all applicants.
3. A short paragraph supporting the hired candidate listed under Section C. Comment on the candidate's strengths and weaknesses.
4. A short paragraph supporting the decision NOT to consider the other candidates listed under Section C. Please comment on each of the candidate's strengths and weaknesses.

Section A Position Information

School/College

Position Title

Org. Unit and Name

Rank

Date Position Announced

Salary Range

Contact Person _____ Location _____

E-mail _____ Phone _____

Permanent

10-Month

Part-time

Full-time

12-Month

Other (e.g., continuing lecturers)

Section B Final Statistical Description of Applicant Pool

(Chart below to be completed by the Office of Institutional Equity)

Race/ Ethnicity	White	American Indian/ Alaska Native	Black/ African American	Asian	Native Hawaiian/ Other Pacific Islander	Hispanic/ Latino	More Than One Race	Race Unknown	Total
Males									
Females									
Sex Unknown									
Totals									

Over 

Section C Candidates Interviewed

(On-campus interviews only. Attach additional pages as necessary. Note an informal offer is any in-person, e-mail, telephone or other non-written offer.)

Candidate Name	Date of Interview	Acceptable (Y or N)	Withdrew (Y or N)	Order of Offers: 1 st , 2 nd , 3 rd , etc.	Informal Offer Extended (Y or N)	Informal Offer Accepted (Y or N)	Formal Offer Extended (Y or N)	Formal Offer Accepted (Y or N)	Candidate Hired (Y or N)

Section D Signatures of Approval

1. Search Chair

Date

3. Vice President/Dean

Date

2. Dept. Head/Director

Date

4. Office of Institutional Equity

Date