AFFIRMATIVE ACTION COMPLIANCE FORM

(To be completed when new hires are selected and submitted with Request for Appointment Form)

Selected Candidate Name: _____
Last First Middle

Department: _____

Job Title: _____ Grade: _____

Effective Date of Employment: _____ ☐ Full-Time ☐ Part-Time

Salary: $ _____ ☐ Other ☐ Grant Funded

Appointment Duration (check one):
☐ Nine Months per Year
☐ Ten Months per Year
☐ Twelve Months per Year
☐ Other: If this is a limited term appointment, indicate length and/or other conditions: _____

Sections A., B., and C.2. are to be filled by the Office of Equity

A. Is selected candidate a female? ☐ Yes ☐ No
Is selected candidate a minority? ☐ Yes (please specify which one: _____) ☐ No

B. Applicant Flow Identification:

	White – Non Hispanic	Black – Non Hispanic	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Two or more	Unknown	**TOTAL**	Disabled	Veteran
Male										
Female										
Unknown										
TOTAL										

C. 1. Were two or more candidates identified as a finalist for this position? ☐ Yes ☐ No
2. Did these candidates include a minority or a female? *(to be filled by OEIC)* ☐ Yes ☐ No

3. Please give a detailed explanation why each finalist was not selected for the position (attach a separate sheet if necessary):

4. Were special contacts initiated - *i.e. telephone calls, special correspondence, etc* - other than the proposed advertisements in the recruitment package, in a good faith effort to recruit a diverse pool of qualified candidates?

I have determined that the search conducted to fill this position is in compliance with the applicable CSU executive orders, policies and procedures on Affirmative Action and Equal Opportunity.

_____ _____
Dean of College Date

_____ _____
Susan Hua, Interim AVP, Office of Institutional Equity & Compliance Date

_____ _____
Sylvia Alva, Provost Date

Please direct any questions or concerns to the Office of Institutional Equity and Compliance at (909) 869-4646.