

*This form is included in the Faculty Recruitment Manual for informational purposes only. In HireTouch, the Dean (or the Dean's Designee) will send a correspondence with this information.*

MEMORANDUM

TO: Office of Equity and Diversity

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: EEO Certification for: Job Opening # \_\_\_\_\_  
Faculty Rank \_\_\_\_\_  
College \_\_\_\_\_  
Department \_\_\_\_\_

This is to advise you that the Dean's Office has completed its EEO review of the above referenced search. To the best of our ability and in accordance with our affirmative action obligations, our EEO review ensures that all applicants, including minority group members, veterans, and women have received full and fair consideration. Pursuantly, the attached Request to Interview form is being forwarded for your approval.

The following is a summary of the applicant pool:

- \_\_\_\_\_ # of known or self-identified women
- \_\_\_\_\_ # of known or self-identified minorities
- \_\_\_\_\_ # of known or self-identified veterans
- \_\_\_\_\_ # of known or self-identified individuals with disabilities

List the number of individuals from these groups being forwarded for further consideration

\_\_\_\_\_ Women    \_\_\_\_\_ Minorities    \_\_\_\_\_ Veterans    \_\_\_\_\_ Individuals with disabilities

Please provide a brief explanation why applicants from the groups listed above were not competitive, if applicable?

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Certified by Dean/Associate Dean

\_\_\_\_\_  
Date