

**Susquehanna University**  
**Affirmative Action Information Report**  
(complete & return to AA Officer at conclusion of search)

**Position:** \_\_\_\_\_

**Person Handling the Search:** \_\_\_\_\_

**1. Total Applications Received**

(include those previously on file and reviewed) \_\_\_\_\_

**2. Applicants Contacted Other Than in a Campus Interview**

(informal interviews via telephone or at professional conferences) \_\_\_\_\_

**3. Applicants Interviewed on Campus**

A. Total Number of Applicants Interviewed: \_\_\_\_\_

B. Total Number of Applicants Interviewed in Each Category:

\_\_\_\_\_ Male

\_\_\_\_\_ American Indian/Native Alaskan

\_\_\_\_\_ Female

\_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ U.S. Citizen

\_\_\_\_\_ Black (Non-Hispanic)

\_\_\_\_\_ Non-U.S. Citizen

\_\_\_\_\_ Hispanic

\_\_\_\_\_ White (Non-Hispanic)

C. List names of candidates interviewed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**4. Offers Made**

|    | Name  | Date  | Sex   | Race  |
|----|-------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

**5. Individual Employed**

Name: \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

**Susquehanna University**  
**AA/EEO Information from Applicants**  
**(to be completed by the Affirmative Action Officer)**

Position: \_\_\_\_\_

Date search concluded: \_\_\_\_\_

Total Applications: \_\_\_\_\_

AA Cards Received:

|                                | <b>Male</b> | <b>Female</b> |
|--------------------------------|-------------|---------------|
| American Indian/Native Alaskan |             |               |
| Asian or Pacific Islander      |             |               |
| Black (Non-Hispanic)           |             |               |
| Hispanic                       |             |               |
| White (Non-Hispanic)           |             |               |
| <b>Total</b>                   |             |               |

**Short List Review**

Participants: \_\_\_\_\_

Date: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_