



3501 FR.35 Affirmative Action Search Questionnaire for Managerial and Professional Positions

This questionnaire must be completed and forwarded to the Office for Equal Opportunity Programs as soon as the department has ranked the final candidates, but before any offer of employment is made. This questionnaire and appended materials are confidential. You may wish to retain a copy for your files. A copy will be kept on file in the Office for Equal Opportunity Programs.

<p><u>Send to:</u> Office for Equal Opportunity Programs 104 WLH, 100 Wall Street Tel: 432-0849 Fax: 432-7884 equalopportunity@yale.edu</p>

Affirmative Search for: Minority Female

Department: _____ Date of Posting: _____
 Title & Grade: _____ Job Requisition #: _____

Name of Selected Candidate: _____ Race _____ Sex _____

Member of Targeted Group: Yes ___ No ___ Department Internal Candidate: Yes ___ No ___

Person to contact for information regarding the completion of this search:
 Name: _____ Telephone Number: _____

 Approved
 (Individual making final selection decision)

 Date

 Approved
 (Office for Equal Opportunity Programs)

 Date

1. If your selected candidate **MEETS** the search criteria or is an internal departmental transfer or promotion submit only page one to EOP at equalopportunity@yale.edu. You do not need to complete the remainder of the form.

If your selected candidate **DOES NOT MEET** the search criteria or is either an external candidate or an internal candidate from another department please proceed with the completion of the form.

Note below any changes or additions to the Affirmative Action Search Plan already submitted concerning this position.

2. Composition of the **total** pool of candidates for this position (referrals from Human Resources).

Ethnic Codes	American Indian/ Alaska Native	Asian	Black/ African American	Hispanic/ Latino White	Hispanic/ Latino Other	Native Hawaiian/ Pacific Islander	White	Unknown
Male								
Female								
Sex Unknown								

This information is requested for the purpose of preparing reports required under applicable laws and regulations of the U.S. Department of Labor and the U.S. Equal Employment Opportunity Commission (EEOC). The categories are defined as follows:

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic” or “Latino”. Please note that the Federal definitions create two categories for data on ethnicity: “Hispanic” and “Latino”, not “Hispanic or Latino”, and that they further divide these categories into white and all other races.

Native Hawaiian or other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

3. List the **FINAL CANDIDATES** considered in the selection decision in order of preference. Rank them without regard to the likelihood of their acceptance of an offer. In the last column, indicate the specific reason for each candidate’s ranking. If a candidate who is a member of the group targeted by the search has withdrawn from consideration, note the reason for withdrawal.

The following confidential documents must be attached to this questionnaire for each final candidate: resume, employment application, letters of recommendation, if available, and brief descriptions of telephone references obtained by the department.

Name	Sex	Race/Ethnic Code	Specific Reason for Candidate's Ranking

4. List the candidates who were **INTERVIEWED** by the department, **did not reach the final interview stage**, but were identified as **members of the group targeted** by the required search. Attach the resumes to the form.

Name	Sex	Race/Ethnic Code	Specific Reason for Candidate's Ranking

5. List the candidates **NOT INTERVIEWED** by the department who were identified as **members of the group targeted** by the required search. Attach the resumes to the form.

Name	Sex	Race/Ethnic Code	Specific Reason for Candidate's Ranking

6. Attach a job description for the position.
7. Submit the entire form and required materials to EOP via fax at 432-7884.