

### **3. EVALUATION OF APPLICANTS**

1. Affirmative Action Screening Report
2. Affirmative Action Form (Preliminary Review / Final Review)



**AFFIRMATIVE ACTION OFFICE  
SCREENING REPORT**

Department \_\_\_\_\_ Date to AAO \_\_\_\_\_

Job Title \_\_\_\_\_ Position Number \_\_\_\_\_

This report must be submitted to the Affirmative Action Office after the screening for minimum qualifications (first two columns). When approved by the Affirmation Action Office, the report will be returned to the Chair of the Search Committee with instructions to proceed for finalists. The final ratings/rankings must be entered in column (3) of the report. The complete report must be submitted to the Affirmative Action Office with the Affirmative Action Form Preliminary Review. Application materials for all applicants must be available for periodic audit by the Affirmative Action Office.

AAO Use Only	List of all applicants Last name AND first name ( <b>Alphabetical order</b> )	(1) Application Complete (Yes / No)	(2) Minimum Qualifications (Yes / No)	(3) Search Committee Rating/Ranking

**Use additional forms if necessary.**

Affirmative Action Office Use Only

Approved \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_



**AFFIRMATIVE ACTION FORM**

Affirmative Action Office

**A. Preliminary Review (Complete shaded boxes only)**

Chair, Search Committee	Proposed Job Title and Department
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List names of finalists	Race	Gender	Reasons for non-selection of final candidates. Codes A through H explained on reverse side of this form.

Preliminary Review by AAO	Date
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**B. Final Review (Complete non-shaded boxes in A. and all boxes in B.)**

Name and Title of Official making recommendation	Date
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The candidate whose name (including pertinent information) appears below is proposed for employment in the department indicated.

Name	Race and Gender	Check: Full-time _____ Or Part-time _____
Job Title	Department	Job Class Number ( <b>AAO use only</b> )
Proposed Tenure Date (if applicable)	Proposed Begin Date	Position #
Proposed Salary (and Grade, if appl)	Total Number of Applicants Interviewed	
If current CSU employee, Job Title	Department (if known)	

Final Review by AAO	Date
Provost/Administrative Official	Date

This form is prepared by the selecting department for faculty and professional contract positions and forwarded to Affirmative Action. **Submit all copies.**

FOR AAO USE ONLY: White copy – AAO Yellow copy – Provost Pink copy – Dean Goldenrod – Selecting Department: Retain 6 years
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CSU is an Equal Opportunity/Affirmative Action Employer

## **CODES FOR REJECTED APPLICANTS:**

- A. Declined interview
- B. Did not report for interview
- C. Work history of this applicant was less satisfactory than that of proposed selectee
- D. Qualified for the job, but proposed selectee has more job related experience
- E. Qualified for the job, but proposed selectee has more job related education/training
- F. Refused position
- G. Withdrew application (specifics required)
- H. Other (explain)

NOTE: Where specifics are indicated, utilization of a code without specification will be incomplete. If more space is needed please attach additional pages.

## **DEFINITIONS**

### **RACIAL/ETHNIC CODES:**

*American Indian or Alaskan Native:* Persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliation through membership and participation or community identification.

*Asian or Pacific Islanders:* Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, India, the Philippine Islands, and Samoa.

*Black (Not of Hispanic origin):* Persons having origins in any of the Black racial groups of Africa.

*Hispanic:* Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

*White (Not of Hispanic origin):* Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.