

**ADMINISTRATIVE SEARCH SUMMARY FORM**

**Department** \_\_\_\_\_ **Position** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advertisements placed in:**

_____	Date(s) _____
_____	_____
_____	_____

**Other efforts to reach women and minority candidates:**

**Total number of applications** \_\_\_\_\_ **women** \_\_\_\_\_ **men** \_\_\_\_\_ **disabled** \_\_\_\_\_

It is understood that the ethnic background of any applicant is generally not known. However, if in some cases you are aware of this information please note it below.

Native-Americans _____	Asian-Americans _____
African-Americans _____	Other _____
Hispanic/Latin-Americans _____	

**Names of top candidates:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note the following:**

1. Which, if any, of the top candidates were women or minorities.
2. Which of the top candidates were interviewed.
3. Which of the top candidates were offered the position.
4. Which candidate finally accepted the position.