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 _____ African-Americans _____
Asian-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.