



**Office of Affirmative Action
SEARCH CERTIFICATION FORM**

Federal and University regulations require documentation of recruitment efforts. The following information is to be submitted with all documents required for appointments of candidates. This form is to be completed and submitted at the close of the search along with the complete search file. **Note:** No offer should be made to a proposed finalist until the search documentation has been submitted to and reviewed by the Director of Affirmative Action.

Type of Position:

- Faculty
- Non-Teaching Instructional Staff (CLT , HEO , Registrar , and Research Series)
- ECP
- Classified Staff: _____
- Research Foundation or Other Non-Tax Levy Position: _____

Hiring Department Chairperson/Office Director Hiring Department/Office Telephone Ext.

Title/Position To Be Filled PVN Number State Position Number

1. A. Applicant EEO Demographic Survey cards were sent by: Search Unit/Dept: _____ AAO: _____
 B. Applications received: Total: _____ # Men: _____ # Women: _____ # Unknown: _____

2. Candidates interviewed (Attach additional sheet if necessary)

Name	Gender	Ethnicity/ Other	Highest Degree	Yrs. of Experience	Recruitment Source (See Codes on 2 nd page)	Interview Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

3. Candidates Recommended to Selecting Official (Final Screening)

Name	Gender	Ethnicity/Other (See Codes on 2 nd page)	Interview Date
1.			
2.			
3.			
4.			
5.			

4. Proposed Finalist: _____ Salary: \$ _____ Rank: _____

5. Identify any candidates other than those listed in Paragraph 4 considered as proposed finalists.

Name	Disposition/Stated Reasons For Non-acceptance (See below)
1.	
2.	
3.	
4.	

Attach additional sheets if necessary and check here

AUTHORIZING SIGNATURES

A. SEARCH COMMITTEE:

The signatories below attest that a good faith effort was made to conduct the search and selection process in accordance with CUNY and City College Affirmative Action Program and Policy mandates, and other relevant personnel policies and practices.

Department Dean/Director/Chair & Members of the Search Committee (signatures)

[Attach an additional sheet, if necessary]:

Dean/Director/Chair: _____

Search Committee:

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____

B. AFFIRMATIVE ACTION OFFICER/DESIGNEE

1. Final approximation of the ethnic breakdown of the applicant pool:

Group Total	F	M	Black	Hispanic	Asian	Nat. Hawaiian/ Pac. Isl	Amer. Ind/ Alsk. Nat.	Italian American	White	Mixed/Unk	TOTAL
[_____]	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %

2. APPROVED: _____ NOT APPROVED: _____ DATE: _____
If search is not approved by AAO, signature of College President or his/her designee must be obtained.

3. PRESIDENT/DESIGNEE APPROVAL _____ DATE: _____

CODES (for CUNY and Federal statistical purposes)

Race/Ethnicity/Other Protected Group Status

- (B) White - Not of Hispanic origin
- (C) Black/African American
- (D) Hispanic/Latino (Not Puerto Rican) all other races
- (E) Puerto Rican
- (F) Asian, Native Hawaiian or Other Pacific Islander
- (G) American Indian/Alaskan Native
- (H) Italian American

Other

- (1) Known Disability
 - (2) Vietnam Era Veteran
 - (3) Special Disabled Veteran
- Disposition Codes
- 1. Applicant withdrew from consideration
 - 2. Unfavorable reference check
 - 3. Salary or Other reason

Referral Sources

- 1. Internal Applicant
- 2. Journal/discipline Publication
- 3. Chronicle of Higher Education
- 4. New York Times
- 5. Other (Specify, if known)

DO NOT THROW AWAY APPLICANTS' CVs OR RESUMES

CUNY & FEDERAL POLICIES REQUIRE THE RETENTION OF ALL RECRUITMENT AND SEARCH DOCUMENTS FOR AT LEAST THREE (3) YEARS AFTER THE CONCLUSION OF A SEARCH. CONTACT THE AAO TO PICK UP THE SEARCH DOCUMENTS.