



Summary of Recruitment Activities Report

Position Title: _____ Faculty _____ Administrative _____ Staff _____ Maintenance _____
Other _____

Department: _____

Posting Number: _____ Posting Dates: Open _____ Closed _____

Job Posting/Advertisements/Professional Publications (check all that apply).

Hofstra Website

Newspaper (NY Times, Newsday) Print or Website

Professional Publication/Website Advertising

Higher Ed.com

Chronicle of Higher Ed Print or Website

IMdiversity.com

Other _____ Print or Website

Total number of Applicants/Resumes received: _____

*Census Group of Finalist:

Am. Indian F M Asian/Pacific Islander F M Black F M Hispanic F M

White F M Disabled Veteran F M Other Veteran F M

Number of Applicants Interviewed:

Date _____ Preliminary Interview # of applicants _____

Date _____ Second Interview # of applicants _____

Date _____ Final Interview # of applicants _____

Search Committee/Interview Panel (Print)

Chair of Search Committee Name _____ Title _____

Search Committee Member Name _____ Title _____

Search Committee Member Name _____ Title _____

Completed by: Name: _____ Signature: _____

Title: _____ Department: _____

Date: _____

This report must be included with the appointment paperwork.

*See reverse side of page for definitions/instructions

It is Hofstra University's policy to recruit, hire, upgrade, train and promote in all job classifications, without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in accordance with all University policies and all applicable laws, directives and regulations of federal, applicable state and local entities. The Affirmative Action Policy requires that when departmental personnel committees are constituted, every effort should be made to ensure inclusion of senior faculty from underrepresented groups.

For "Census Group", the abbreviations for gender and race/ethnicity are:

(Note: Definition of race/ethnicity categories is specified by the Equal Employment Opportunity Commission.)

F Female

M Male

A Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

B Black (Not of Hispanic origin)

A person having any of the black racial groups of Africa.

H Hispanic

A person of Mexican, Puerto Rican, Cuban, Central, South American or other Spanish Culture or origin, regardless of race.

I American Indian or Alaskan Native

A person having origins in any of the original peoples of North America, and who Maintains cultural identification through tribal affiliation or community recognition.

W White (Not of Hispanic origin)

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

For Disabled/Veteran Status:

D Disabled

DV Disabled Veteran

V Veteran of the Vietnam Era

O Other Eligible Veteran

For additional copies of this form please call the Office of Human Resources @ 3-6859.