***Please type information***

     

Department/Center (include Division if applicable) Search Number

Supervisor Name, Phone number and Email address

**Part 1: Final Candidate Recommended**

Full Name Effective Date of Appointment

Research Title:  Research Associate  Senior Research Associate  Research Scientist  STS

**Race/Ethnicity:** *(check only one classification)* **Veteran Status:**

1 – African American (not Hispanic or Latino)  Veteran (not Vietnam-era)

2 – Asian  Vietnam-era Veteran

3 – American Indian  Disabled Veteran (Vietnam-era only)

4 – Hispanic or Latino  Disabled Veteran

9 – White (not Hispanic or Latino)

T – Two or more Races (not Hispanic or Latino)

**Gender: Disability:** *(check only if disclosed by candidate)*

Female  Yes

Male  No

**Part 2: Recruitment Strategy Checklist**

*Please check all special measures taken to increase women and minority candidates in the applicant pool.*

Advertised this position in specialized publications for women and minorities

Specify:

Contact with women and minority resources

Specify:

Suggestions sought from women and minorities at Case Western Reserve University

Specify:

Women and minorities were included on the search committee

Specify:

Other measures taken

Describe:

None

Explain:

**Part 3: Candidate Log**

*Complete only if more than one candidate is identified.*

**Race Codes Gender**

1 – African American (not Hispanic or Latino) F - Female

2 – Asian M - Male

3 – American Indian

4 – Hispanic or Latino **Disability** *(if disclosed)*

9 – White (not Hispanic or Latino) 1 - Yes

T – Two or more Races (not Hispanic or Latino) 2 - No

**Reason for Disposition Codes**

1 – Candidate selected 7 – Candidate withdrew/declined interview

2 – Candidate did not show up for interview 8 – Unfavorable interview

3 – Unable to contact candidate 9 – Candidate selected had more experience in required area

4 – Unsatisfactory references 10 – Candidate indicated short-term commitment

5 – Salary requested higher than budgeted 11 – Candidate not available to work in immediate future

6 – Candidate rejected offer 12 – Other:

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| --- | --- | --- | --- | --- | --- |
| **Candidate Name** | **Race Code** | **Gender** | **Disability** | **Date of Interview** | **Disposition Code** |
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