Submit this completed form after preliminary screening of applicants and **before** candidates are invited for campus interviews. Email the completed form with any attachments to:

* Associate Provost for Diversity, Equity, and Inclusion (garciai@kenyon.edu)
* Office of the Provost (foxj@kenyon.edu)

Please save a copy of the file for your records. For more information about this form and interviewing guidelines, see [www.kenyon.edu/equalopportunity.xml](http://www.kenyon.edu/equalopportunity.xml).

# Documents you will need to submit with this form:

* Any recruitment documents created or revised since posting the position on PeopleAdmin

# About the search:

1. Department:

2. Position:

# Changes to PeopleAdmin posting, if applicable

3. Members of the search committee:

1.

4. Publications in which the announcement was placed:

1.

5. Graduate programs to which job descriptions and/or requests for nominations were sent:

1.

6. Email listservs used to advertise the position:

1.

7. The names and titles of individuals contacted directly by letter, phone or e-mail to solicit nominations:

1.

8. Efforts aimed at attracting women and/or minority applicants:

9. The process used to screen applicants and select the ten best candidates:

# About the applicant pool

10. Total number of applications received:

11. Number of applications that met stated criteria:

12. Most common ways applicants did not meet stated criteria:

13. Applicants interviewed via phone. Most likely, race/ethnicity information will not be known to you, in which case please leave this blank. Include race/ethnicity data **only if known from personal observation or self-identification**:

 **Female Male**

Total

American Indian or Alaska Native

Asian (includes Indian)

Black or African American

Hispanic or Latino

Native Hawaiian or Other Pacific Islander

White (includes Middle Eastern)

14. Applicants interviewed at professional conferences. Again, include race/ethnicity data **only if known from personal observation or self-identification**:

 **Female Male**

Total

American Indian or Alaska Native

Asian (includes Indian)

Black or African American

Hispanic or Latino

Native Hawaiian or Other Pacific Islander

White (includes Middle Eastern)

15. Complete the table on the following page describing the top 10 candidates. For "Reason for Ranking," briefly indicate the strengths and weaknesses that distinguish the applicants from one another.

Submitted by:

Date:

Revised: 1/21/2015

|  | **Name** | **Degree and Institution** | **Present Position** | **Raceif known** | **Genderif known** | **Reasons for Ranking** | **EOOuse**M F 1G I ID V |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |       |       |       |       |       |        | [ ]  [ ]  [ ]  [ ]  |
| 2 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]  |
| 3 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]   |
| 4 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]   |
| 5 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]   |
| 6 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]   |
| 7 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]   |
| 8 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]   |
| 9 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]   |
| 10 |       |       |       |       |       |       | [ ]  [ ]  [ ]  [ ]  |