

FORDHAM UNIVERSITY RECORD OF HIRING REPORT

1. POSITION: _____
2. DEPARTMENT AND SCHOOL: _____
3. DATE OF VACANCY: _____
4. BUDGET ACCOUNT #: _____
5. NEW POSITION: Yes ___ No ___ or replacement for: _____
6. CHANGE OF TITLE OF POSITION, IF ANY: From: _____ TO: _____
7. ESSENTIAL FUNCTIONS OF POSITION: _____
8. QUALIFICATIONS REQUIRED: _____
9. SPECIFIC METHODS OF ANNOUNCING VACANCY AND RECRUITING APPLICANTS (NAME SPECIFIC NEWSPAPERS/JOURNALS, NAME OF WEBSITES, ETC.) _____

10. APPLICATIONS RECEIVED: TOTAL #: _____ MALE: _____ FEMALE: _____

PLEASE NOTE: INFORMATION REQUESTED BELOW IS BASED ON OBSERVATIONS BY INTERVIEWER;
INTERVIEWEES MAY NOT BE ASKED ABOUT HIS/HER ETHNIC OR RACIAL CLASSIFICATION

11. APPLICANTS INTERVIEWED: TOTAL #: _____ MALE: _____ FEMALE: _____
PLEASE ANSWER BOTH (A) **AND** (B)
(A) ETHNIC CLASSIFICATION: TOTAL # HISPANIC OR LATINO/A ORIGIN: _____
TOTAL # NOT HISPANIC OR LATINO/A ORIGIN: _____
TOTAL # NOT KNOWN: _____

AND

(B) RACIAL CLASSIFICATION: TOTAL # AMERICAN INDIAN OR ALASKA NATIVE: _____;
TOTAL # ASIAN: _____; # BLACK OR AFRICAN AMERICAN: _____;
TOTAL # NATIVE HAWAIIAN OR PACIFIC ISLANDER: _____; TOTAL # WHITE: _____;
TOTAL # NOT KNOWN: _____

12. PERSON APPOINTED: NAME: _____ MALE: _____ FEMALE: _____
PLEASE ANSWER BOTH (A) **AND** (B)
(A) ETHNIC CLASSIFICATION: YES, HISPANIC OR LATINO/A: _____
NO, NOT HISPANIC OR LATINO/A: _____
NOT KNOWN: _____

AND

(B) RACIAL CLASSIFICATION: AMERICAN INDIAN OR ALASKA NATIVE: _____; ASIAN: _____;
BLACK OR AFRICAN AMERICAN: _____; NATIVE HAWAIIAN OR
OTHER PACIFIC ISLANDER: _____; WHITE : _____; NOT KNOWN: _____

13. REFERRAL SOURCE FOR APPOINTEE (i.e. which website/print did the person respond?): _____
14. START DATE: _____
15. PERSON REPORTING: _____
TITLE: _____

Area Vice President (signature)

Print name