

**DUKE UNIVERSITY / DUKE UNIVERSITY HEALTH SYSTEM**  
**EEO Reporting Form for Faculty Positions**  
**CONFIDENTIAL**

Duke University is committed to diversity and equal opportunity in the recruitment process. To assist us with our obligations to monitor and report recruitment and hiring activity, please complete all sections of this form within five business days of completing the hire. Please forward a copy of this completed form to the Office for Institutional Equity, Box 90012, Fax # 684-8580. **Departments are responsible for maintaining all other records pertaining to selection decisions.** For additional information, or help with completing this form, please call Dr. Inderdeep Chatrath at The Office for Institutional Equity, 684-1925.

Department: \_\_\_\_\_ Position Title/ Rank: \_\_\_\_\_

Appointee: \_\_\_\_\_ Internal Candidate (Yes or No): \_\_\_\_\_ Effective Date: \_\_\_\_\_

Race & Gender (use race/ethnicity codes below): \_\_\_\_\_

Please describe any special efforts used to recruit minorities or women: \_\_\_\_\_

*\*Use extra sheet of paper and attach if necessary*

**APPLICANTS**

| Ethnicity                    | Non-Hispanic/Latino |        |         | Hispanic/Latino |        |         |
|------------------------------|---------------------|--------|---------|-----------------|--------|---------|
|                              | MALE                | FEMALE | Unknown | MALE            | FEMALE | Unknown |
| <b>Race</b>                  |                     |        |         |                 |        |         |
| White (W)                    |                     |        |         |                 |        |         |
| Black (B)                    |                     |        |         |                 |        |         |
| Hispanic (H)                 |                     |        |         |                 |        |         |
| Asian/Pacific Islander (A/P) |                     |        |         |                 |        |         |
| American Indian (A/I)        |                     |        |         |                 |        |         |
| Unknown                      |                     |        |         |                 |        |         |
| Two or More Races Selected * |                     |        |         |                 |        |         |
| <b>TOTAL # of APPLICANTS</b> |                     |        |         |                 |        |         |

*\* If a candidate has selected two or more races, please enter a tally mark in the box*

**INTERVIEWED CANDIDATES** *(Names of interviewed must be logged in the Department file)*

| Ethnicity                    | Non-Hispanic/Latino |        | Hispanic/Latino |        |
|------------------------------|---------------------|--------|-----------------|--------|
|                              | Male                | Female | Male            | Female |
| <b>Race</b>                  |                     |        |                 |        |
| White (W)                    |                     |        |                 |        |
| Black (B)                    |                     |        |                 |        |
| Hispanic (H)                 |                     |        |                 |        |
| Asian/Pacific Islander (A/P) |                     |        |                 |        |
| American Indian (A/I)        |                     |        |                 |        |
| Unknown                      |                     |        |                 |        |
| Two or More Races Selected * |                     |        |                 |        |
| <b>TOTAL INTERVIEWED</b>     |                     |        |                 |        |

*\* If a candidate has selected two or more races, please enter a tally mark in the box*

Department Representative's Name and Title (PRINT)

Date