

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

Duke University takes seriously its commitment to equal opportunity (EEO) in hiring. In order to monitor our own efforts, we need to have accurate data regarding the composition of our applicant pools. The University is required to monitor recruitment and hiring activity for faculty and staff. This form is designed to capture the necessary information. Please note that, in addition to completing this form, hiring managers are responsible for maintaining all records, pertaining to selection decisions, in their departments. Complete all sections of this form. For additional information please call Dr. Inderdeep Chatrath at The Office for Institutional Equity, 684-1925.

Department: _____ **Position Title/ Job Code:** _____

Requisition number: _____ **Appointee:** _____

Appointee's Race & Gender (use race/ethnicity codes below): _____ **Effective Date:** _____

RECRUITMENT

Candidates were recruited through:

- _____ Advertisement in _____
- _____ Professional Meetings _____
- _____ Institutional Contact _____
- _____ Other _____

Describe any special efforts made to recruit minorities and/or women _____
(Use separate sheet of paper, if necessary)

APPLICANT FLOW

RACE/ETHNICITY	APPLICANTS			INTERVIEWEES	
	MALE	FEMALE	GENDER UNKNOWN	MALE	FEMALE
White (W)					
Black (B)					
Hispanic (H)					
Asian/Pacific Islander (A/P)					
American Indian (A/I)					
Other					
Unknown					
TOTAL					

SELECTION PROCESS (CHECK ALL THAT APPLY)

- _____ Hired candidate is an internal candidate.
- _____ Criteria were established by department and are indicated in file.
- _____ Selection process is articulated and documented in department file.
- _____ Department file contains written evaluations of minority/women candidates not selected.

Department Representative's Name and Title _____ Date _____

Please complete this form within five business days of completing the SAP hire process for this position. Retain a copy for department files and send a copy to the Office for Institutional Equity, Box 90012, Fax # 684-8580. Thank you.