



California State University, Fresno

Equal Employment Opportunity Process Summary

College or School
and Department : _____

Vacancy
Announcement#: _____

I. SELECTION CRITERIA (Complete for all searches.)

- A. Attach a copy of the department's vacancy announcement to the Nomination Form.
- B. On a separate page, please make a person-by-person comparison of all top candidates by describing:
 - How the top applicants required and preferred qualifications meet the qualifications listed in the vacancy announcement.
 - The strengths and weaknesses of all the top candidates.
 - Why the recommended applicant was chosen over the other top candidates.

II. RECRUITMENT PLAN (Complete for Lecturers Only.)

Attach the following:

1. Copies of all posted Ads; Web, Magazines, Newspapers, Journals.
2. The Recruitment Plan (Must demonstrate good faith efforts.)

III. SELECTION COMMITTEE MEMBERS: (Complete for Lecturers ONLY)

Name	Title/Rank
Chair:	
EEO Designee:	

IV. PROFILE OF APPLICANT POOL (Complete for all searches.)

Please indicate the number of individuals in the applicant pool: _____

Additional data from Applicant Flow Forms is available in the Human Resources Equal Employment Opportunity Office.

Complete sections V through VIII on reverse side.

V. APPLICANTS INTERVIEWED (For Lecturers ONLY, also attach a list of all Applicants.)

Name	Highest Degree Earned	Identify institution from which the candidate earned this degree.

VI. APPLICANT RECOMMENDED FOR APPOINTMENT (Complete for All Searches)

Choice/ Rank	Name	Highest Degree Earned	Identify institution from which the candidate earned this degree.
1st			
2nd			
3rd			

VII. EQUAL EMPLOYMENT OPPORTUNITY

REVIEW OF SEARCH PROCESS:

_____ *Committee EEO Designee*

Note: If problems occurred in the recruitment or selection phase they will be detailed by the Equal Employment Opportunity Officer or Designee on a separate page. The appropriate administrator is responsible for canceling a recruitment.

VIII. APPROVALS:

_____ *Department Chair* _____ *Date*

_____ *Dean* _____ *Date*

_____ *Campus Equal Employment Opportunity Officer* _____ *Date*

_____ *Provost or designee* _____ *Date*

Attach this form to the Full-Time Faculty Nomination Form.