**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

**FAIR SEARCH REPORT**

**Send to:** Dean andAssociate Dean, Academic Personnel, The Heller School for Social Policy and Management

Offers of employment will be made by the Heller Dean only when this form is completed and signed by the issuing Search Committee Chair, by the Dean, and the Affirmative Action Designee. Letters of appointment will not be sent until this **Fair Search Report** form has been completed and signed.

Selected Candidate’s Name …………………………..……. Rank

1) Please do the following:

1. a) Rank the candidates on the final shortlist.
2. b) State the criteria used in evaluating candidates for this ranking. Include reasons for the elimination of any female and minority finalists on the shortlist.

c) State the reason for the selection of the nominee.

2) Was the approved Search Plan for this appointment followed? Yes …… No …… (If not, please explain.)

**CANDIDATES INTERVIEWED** (List in the order offers will be made if first selection declines.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Sex | VisuallyIdentifiedRace | Reason fornot hiring (use code\*) | Reason for hiring |
| 1) |  |  |  |  |
| 2) |  |  |  |  |
| 3) |  |  |  |  |
| 4) |  |  |  |  |
| 5) |  |  |  |  |

If not enough lines for all candidates interviewed, continue on a separate sheet.

\* REASONS FOR NOT HIRING MUST BE BONA FIDE OCCUPATIONAL QUALIFICATIONS TAKEN FROM THE CRITERIA USED IN EVALUATING THE CANDIDATE

1) Candidate did not demonstrate knowledge of research on the level of the chosen candidate

2) Candidate did not present evidence of relevant teaching experience

3) Candidate did not have the level of publications of the chosen candidate

4) State other specific reason

**Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| Search Committee Chair  | ………………………………….. | Date  | …………………… |
| Search Committee Diversity Representative  | ………………………………….. | Date | …………………… |
| Dean of the Heller School for Social Policy and Management | ………………………………….. | Date | …………………… |