
Affirmative Action Effort Report for Research Foundation Payroll

Please submit three copies to the Affirmative Action Office. One copy will be sent to both the Research Foundation Office, and the project director's office.

(NOTE: This is a two-page form)

Date: _____

From: _____, Project Director
(Name) (Title)

(Department)

(Research Foundation Project Number)

Title of Position Being Filled: _____

Salary: \$ _____

Effective Date: _____

1. Please complete the following:

	<u>Total Applicants</u>		<u>Interviewed</u>	
	Male	Female	Male	Female
Black (Non-Hispanic Origin)	_____	_____	_____	_____
Hispanic (Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin)	_____	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____	_____
Asian or Pacific Islander	_____	_____	_____	_____
White (Non-Hispanic Origin)	_____	_____	_____	_____
Non - Citizen	_____	_____	_____	_____

2. Name of the person to be hired: _____ Gender: _____

3. Racial / Ethnic Category of the person to be hired: _____
(use category listed in 1)

4. Is the person to be hired a Vietnam Veteran? Yes No Unknown

5. From which of the following areas was this individual recruited?
 Binghamton/Broome County Elsewhere in NY State Outside NY State

6. Please attach the individual's resume.

7. If the person to be hired is not a woman, please indicate the difficulties you encountered which prevented you from choosing a woman.

If the person is not a member of a minority group, please indicate the difficulties you encountered which prevented you from choosing a minority person for the position.

8. Approved, with no further suggestions.

Approved, if the following suggestions are incorporated:

Assistant to the President for Affirmative Action

Date