

Please do not write in shaded area

GRAMBLING STATE UNIVERSITY

Log # _____ AC # _____
 Title _____ EEO _____
 Code _____ Code _____

APPLICANT DATA COMPLIANCE FORM

(Instructions on page 2)

Section I: For Person Hired

Effective Date _____ Name of Hiree _____ SSN of Hiree _____ Race _____ Sex _____ Highest Degree _____

Department _____ Unit _____

Job Title _____

Section II: List all applicants below.

Applicant Name (Last,First,M.I.)	R	S	D	O

Applicant Name (Last,First,M.I.)	R	S	D	O

Code Explanations: See Reverse Side

R = Race/Ethnic Group

- W = White (non-Hispanic)
- B = Black (non-Hispanic)
- I = American Indian or Alaskan Native
- H = Hispanic
- A = Asian/Pacific Islander
- O = Other
- U = Unavailable

S = Sex Codes

- M = Male
- F = Female
- U = Unavailable

D = Disposition Codes

- 01 = Hired
- 02 = Offered but declined
- 03 = Reached final consideration but not offered
- 04 = Less qualified - Did not reach final consideration
- 05 = Over qualified - Not considered
- 06 = Did not meet minimum qualifications
- 07 = Not interested or did not respond
- 08 = Withdrew application
- 09 = University Transfer
- 10 = Promotion

O = Origin - Internal/External

- I = GSU
- E = Applicant from off-campus
- P = Promotion

(Use additional sheets if needed.)

1) Was a Search Committee used? ___ Yes ___ No If no, explain why not. If yes, please list name, race & sex of all committee members on Page 2 (No. 4).

Date _____ Department Head's Signature _____

INSTRUCTIONS FOR COMPLETING APPLICANT DATA COMPLIANCE FORM

1. This form provides data on applicants for statistical reporting as required by Federal law and University policy. This form is completed by the Unit Head or Appointee after the selection process is concluded.

2. **Section I:** Please provide the requested information on the person hired.

Section II: The Unit Head or Appointee will provide the name, disposition and origin data for *all applicants*. The first name to appear in this section should be that of the person hired.

3. The five race/ethnic categories are:

White (not of Hispanic Origin) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic Origin) - A person having origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, India, Korea, the Philippine Islands, and Samoa.

<u>Search Committee Members:</u>	<u>Race/sex</u>	<u>Search Committee Members:</u>	<u>Race/Sex</u>
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/

5. Applicant Data Forms should be submitted to the Equal Employment Opportunity Office immediately after a vacancy has been filled.

It is particularly important to maintain all documents related to the selection and hiring process, including applications, résumés, reasons for the selection, etc. These records are maintained for at least three years and made available to the EEO Office upon request.

