*Complete the following information and submit with the candidate exit interviews to the AA/EO Employees Relations Coordinator at the conclusion of the search.*

|  |
| --- |
| Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AA/EO Coordinator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***PLEASE PROVIDE THE FOLLOWING INFORMATION IN ORDER TO CLOSE THE SEARCH***  Total number of applicants \_\_\_\_\_ |
| Number of finalists \_\_\_\_\_  Number of qualified candidates \_\_\_\_\_  Number of candidates who did not meet minimum qualifications \_\_\_\_\_  Number of women and minority candidates \_\_\_\_\_  Summary statement as to why the candidate pool was deemed to be diverse enough or if not why it was appropriate based on the position and methods used to recruit. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of AA/EO Coordinator Date |