

Staff Affirmative Action Compliance Form Checklist

GUIDELINES

- See Compliance Officer Handbook: http://www.upenn.edu/affirm-action/AACO_handbook.pdf
- See Hiring Officer Handbook: <http://www.hr.upenn.edu/recruitment/hiringofficer/default.asp>

STAFF AFFIRMATIVE ACTION COMPLIANCE FORM

- Type in the following fields based on your HR-1
 - Job Title
 - Indicate if the job is Part-time or Full-time
 - Reference Number (Reference No.)
 - School/ Center
 - Job Class Number (Job Class No.)
 - Department
 - Department Number (Department No.)
 - Hiring Officer
- I. POST AND SEARCH INFORMATION**
 - Please indicate where your position was advertised in addition to the Human Resources website. e.g. Hispanic Outlook, Diversity
 - Attach a copy of this advertisement
- II. APPLICANTS INTERVIEWED**
 - Indicate Total Number of Applications Received (number should match total number of applicants from Human Resources website)
 - Indicate Total Number of Applicants Interviewed
 - **Do Not Write** in Gray Shaded Areas (Affirmative Action Compliance Officers only)
 - Fill in grid for Name, Race, Sex, Interview Method and Reason (using codes on the back of the compliance form)
 - Please provide a brief explanation for selection of Recommended Applicant
- III. AUTHORIZING SIGNATURES**
 - Sign and date the form - this indicates that a good faith effort search was conducted.
- IV. APPLICANT POOL DATA FROM SEARCH FIRM**
 - Fill in grid only if a search firm was used.
- Forward the following to your Affirmative Action Compliance Officer**
 - Completed Compliance Form: http://www.upenn.edu/affirm-action/ONLINE_AACF.pdf
 - Completed Staff Affirmative Action Compliance Form Checklist
 - Job Description/ HR-1 (for application comparison)
 - Salary/ Start Authorization Request Form:
<http://www.hr.upenn.edu/Recruitment/RecruitmentForms/SalaryStartDateAuthorizationRequestForm.pdf>
 - Signed Online Application of recommended applicant
 - Two (2) resumes for Recommended Applicant
 - Two (2) Reference Checks:
<http://www.hr.upenn.edu/Recruitment/RecruitmentForms/REFERENCE.pdf>
One of the references **MUST** be from the applicant's current supervisor listed on the signed application
 - If reference checks are not completed prior to the applicant accepting the position, please include a draft letter offering the position contingent upon a satisfactory reference from applicant's current supervisor

If you have any questions, please contact your Affirmative Action Compliance Officer – listed on the back of this checklist. Thank you

Staff Affirmative Action Compliance Officers

<u>School/Center</u>	<u>Compliance Officer</u>	<u>Compliance Officer Backup</u>
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