

# University of Pennsylvania Staff Affirmative Action Compliance Form

The information provided on this compliance form is used to document the University's good faith efforts during the recruitment and selection process and to affirm that the search was conducted in a manner that is consistent with relevant University policies. The hiring officer should complete and sign the form before forwarding it to the school/center Staff Affirmative Action Compliance Officer (AACO) for review and approval as evidenced by his or her signature. After the compliance review, forward this form to the persons and offices indicated at the bottom of this form. (Please see the reverse side of this form for further instructions and definitions.) Questions regarding the affirmative action compliance process and/or the completion of this form should be directed to the Office of Affirmative Action and Equal Opportunity Programs (OAA&EOP) at 215-898-6993 (voice) or 215-898-7803 (TDD) or [aaeop@pobox.upenn.edu](mailto:aaeop@pobox.upenn.edu).

Job Title \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
 Reference No. \_\_\_\_\_ School/Center \_\_\_\_\_  
 Job Class No. \_\_\_\_\_ Department \_\_\_\_\_  
 Department No. \_\_\_\_\_ Hiring Officer \_\_\_\_\_

### I. POST AND SEARCH INFORMATION

In addition to People Admin, where was this position posted? (Please attach copy of advertisement) \_\_\_\_\_

◆ If a search firm was retained, please indicate the name of the firm. \_\_\_\_\_

### II. APPLICANTS INTERVIEWED

(See codes on reverse side to complete this section) Grey shaded area must be completed by the Staff Affirmative Action Compliance Officer.

*Total Number of Applications <b>Received</b> _____ Total Number of Minorities _____ Total Number of Women _____	*Total Number of Applicants <b>Interviewed</b> _____ Total Number of Minorities _____ Total Number of Women _____
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NAME	Sex	Race/Ethnicity	Interview Method	Reason(s)
Recommended Applicant				★
Other Applicants Selected for Interview				

(Attach additional paper if necessary)

★ The Hiring Officer must provide justification for their selection below. See codes on reverse side for Reason (s) Not Recommended.

\_\_\_\_\_  
 \_\_\_\_\_

### III. AUTHORIZING SIGNATURES

All persons signing this compliance form attest that a good faith effort was made to conduct the search and selection process for this position in compliance with relevant University policies and procedures pertaining to filling vacancies including equal opportunity/affirmative action.

Hiring Officer \_\_\_\_\_ Date \_\_\_\_\_ AA Compliance Officer \_\_\_\_\_ Date \_\_\_\_\_

### IV. APPLICANT POOL DATA FROM SEARCH FIRM

◆ To be completed only if a search firm was retained.

Total Applicants	Total Female	Total Minority	White		Black		Hispanic		Asian/ Pacific Islander		American Indian/ Alaskan Native		Unknown	
			M	F	M	F	M	F	M	F	M	F	Race	Gender

Please submit the **original form to Human Resources**. Please provide a copy of the signed form to Affirmative Action and your Compliance Officer. Keep a copy for your records.

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**FEDERAL RACE AND ETHNICITY DEFINITIONS**

The categories for data on race and ethnicity for Federal statistics and civil rights compliance are defined as follows:

1. **Black (not of Hispanic origin):** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
2. **Asian/Pacific Islander:** A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent or the Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
3. **White (not of Hispanic origin):** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
4. **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
5. **American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

**SEX**

1. Female
2. Male

**INTERVIEW METHOD**

1. Interviewed by telephone
2. Interviewed by video conference
3. Interviewed in person

**REASON NOT RECOMMENDED**

1. Previous experience not as strong
2. Did not possess preferred educational level
3. Related skills not as strong
4. Applicant salary requirement too high
5. Applicant did not keep interview appointment/declined interview
6. Applicant withdrew
7. Applicant declined position
8. Other (please provide explanation)