

UNIVERSITY OF NORTHERN COLORADO

AA/EO Closing Sheet

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 Number: _____ Position Title: _____

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.

AA/EO Coordinator

Date

