*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 |