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| --- | --- | --- |
| **Hiring Unit(s):** |  |  |
|  |
| **Position Number:**  |  |  |
|  |
| **Number of Applicants:** |  |  |
| *Consideration of a broad and diverse faculty candidate pool is required to maintain excellence in research, education, and scholarship at the University of Utah. The information requested on this form is to ensure that we have made every effort to reach out to and consider all potential candidates, regardless of gender, race, ethnicity, LGBTQ status, religion, or veteran’s status. We also value those who have experience working in settings with students from diverse backgrounds, and possess a strong commitment to improving access to higher education for historically underrepresented students. Our efforts to recruit in this way ensures that we are able to develop department research and educational programs of the highest level.**Sample Categories When Considering Diversity:** ***Gender***
* ***Race/Ethnicity*** *(Hispanic or Latino, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White)*
* ***LGBTQ Status***
* ***Experience with Underrepresented Populations***
 |
| **Recruitment Activity***Describe your efforts to recruit candidates into the search pool, including efforts to reach out to candidates who are underrepresented and/or have experience with underrepresented groups.* |
|  |
| **Screening Process Stage** |
| **Number of Candidates Moved Into Each Group After Screening:** |
| **Rank 1 (lowest interest/match):** |  |  |
| **Rank 2 (mid-level interest/match):** |  |  |
| **Rank 3 (highest interest/match):** |  |  |
| **Describe Screening Process:***Include any information that you think is important to note about the pool and/or your process (include veteran’s preference.)* |
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| **Initial Interview Stage** |
| **Number of Candidates Invited for Initial Interviews/Narrowing Pool:** |  |
| **Provide Narrative Information about Candidate Pool in Initial Interviews/Narrowing of Pool***You may include any* ***known*** *information about each candidate’s diversity status and experience. Please provide only information that was volunteered or provided by the candidate; do NOT ask candidates for diversity information. Sample diversity categories are provided at the top of this form but you may provide any diversity information about your pool that you think is appropriate.* |
|  |
| **Final Interview Stage** |
| **Number of Candidates Selected for Final Interviews:** |  |  |
| **Names of Candidates Selected for Final Interviews:** |
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| **Three Reference Letters on Each Candidate Collected?** |  |
| **Other References Collected/Contacted:** *Describe any additional references collected on the candidates.* |
|  |
| [ ]  **We plan to invite additional final candidates but need to invite those listed above so we can be competitive in a time-sensitive market. We will submit a revised form when we have more final candidates we would like to bring to campus.***Please provide any further explanation below.* |
|  |
| **Provide Narrative Information about Candidate Pool for Final Interviews***You may include any* ***known*** *information about each candidate’s diversity status and experience. Please provide only information that was volunteered or provided by the candidate; do NOT ask candidates for diversity information. Sample diversity categories are provided at the top of this form but you may provide any diversity information about your pool that you think is appropriate.* |
|  |
| **Approvals:** |
|  |  |
| *Department Chair/ Director* | *Date* |
|  |  |
| *Dean* | *Date* |