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| **Is this a revision to a previous submission?** | [ ]  **Yes** | [ ]  **No** |
| **Date:** |  |  |
| **Hiring Unit(s):** |  |  |
| **Job Title:** |  |  |
|  |
| **Position Number (PRN):**  |  |  |
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| **Total number of applicants as of date above:** |  |  |
| *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, national origin, age, LGBTQIA+ status, religion, dis/ability 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)*
* ***LGBTQIA+ Status***
* ***Dis/ability***
* ***Experience with Underrepresented Populations***
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| **Diversity Recruitment Activity***Describe your specific 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.* |
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| **Screening Process Stage** |
| **Number of candidates moved into each group after screening:** |
| **Rank 1 (lowest interest/match – candidates eliminated):** |  |  |
| **Rank 2 (mid-level interest/match – candidates considered but not moved forward):** |  |  |
| **Rank 3 (highest interest/match – candidates moved to next interview stage):** |  |  |
| **Total (should add up to total applicants):** |  |  |
| **Describe interview screening process:***If you used a rubric, please attach it to this form. Include any information that will help us understand your selection process (include veteran’s preference).* |
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| **Initial Interview Stage – complete for both virtual interview & Final interview**  |
| **Number of candidates invited for initial/virtual interviews:** |  |
| **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, e.g. diversity statement; 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.* |
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| **Final/Campus Interview Stage** |
| **Number of candidates selected for final interviews:** |  |  |
| **Names of candidates selected for final interviews** *(please be mindful of spelling):* |
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| **Three reference letters on each candidate collected at this stage?** | [ ]  **Yes** | [ ]  **No** |
| **Other references collected/contacted:** *Describe any additional references collected on the candidates.* |
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| **[ ]  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.* |
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| **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.* |
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| **Approvals (for final interview stage only):** |
|  |  |
| *Department Chair/ Director – printed name, signature* | *Date* |
|  |  |
| *Dean– printed name, signature* | *Date* |