OLD DOMINION UNIVERSITY

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Attach to New Mail

FORM AA-5

EXTERNAL SEARCH FIRM – INTERVIEW SELECTION FORM

Please approve before forwarding to the Office of Institutional Equity and Diversity:

	Initial	*Date*
Department Chair:	_____	_____
Dean/Director:	_____	_____
Vice President (or Designee):	_____	_____

Prior to scheduling formal/final interviews, this form must be submitted to the Office of Institutional Equity & Diversity via your Vice President. Please allow five days for processing before inviting candidates to campus for interviews.

POSITION TITLE/RANK/SPECIALIZATION: _____

POSITION NUMBER: _____

REPLACEMENT FOR (OR NEW POSITION): _____

DEPARTMENT: _____

COLLEGE: _____

SUBMITTED BY: _____

PHONE: _____ **DATE:** _____

NOTE: It is the policy of the University to develop a diverse pool of applicants for the position. Ideally pools should include women and minority candidates. Please contact the Office of Institutional Equity & Diversity for a numerical summary of applicants.

I. NUMERICAL SUMMARY OF ALL APPLICANTS:

TOTAL: _____ **WOMEN**: _____ **BLACK**: _____ **OTHER MINORITY**: _____

II. NUMERICAL SUMMARY OF ALL MINIMALLY QUALIFIED APPLICANTS:

TOTAL: _____ **WOMEN**: _____ **BLACK**: _____ **OTHER MINORITY**: _____

III. IDENTIFICATION OF ALL CANDIDATES WHO HAVE ALREADY HAD INFORMAL/PRELIMINARY INTERVIEWS INCLUDING CONFERENCES, DROP- INS AND UNSOLICITED APPLICANTS.

(List and briefly evaluate the credentials of all candidates who have already been interviewed. Indicate women candidates by an asterisk *, African American/Black with an at sign @, and other minority candidates by a plus sign +; use both if applicable.)

NAME/EVALUATION OF QUALIFICATIONS: (Attach Document if Necessary)

IV. IDENTIFICATION OF ALL CANDIDATES TO BE SCHEDULED FOR FORMAL/FINAL INTERVIEWS. (List and briefly evaluate the credentials of all candidates who will be interviewed. Indicate women candidates by an asterisk *, African American/Black with an at sign @, and other minority candidates by a plus sign +; use both if applicable.):

NAME/EVALUATION OF QUALIFICATIONS: (Attach Document if Necessary)

V. Summarize all search efforts. (Indicate special search efforts to seek referrals of women and minority candidates through letter, telephone and conference contacts. Please be specific.) **(Attach Document if Necessary)**

VI. List all members of the departmental search committee. (Attach Document if Necessary)

(TO BE COMPLETED BY ASSISTANT VICE PRESIDENT OF INSTITUTIONAL EQUITY & DIVERSITY FROM DATA GATHERING LETTERS)

TO: _____
FROM: Assistant Vice President of Institutional Equity & Diversity
SUBJECT: Authorization to Proceed with the Selection Process
BODY:

Position Recruited for: _____

Department: _____

Does representation of women and minorities in the application pool adequately reflect the availability data? **YES**: ☐ **NO**: ☐
If not, have reasonable efforts been made to attain fair representation? **YES**: ☐ **NO**: ☐

Does the department have a numerical objective for hiring women or minorities? **YES**: ☐ **NO** ☐

Current Underutilization: **Women**: _____ **Black**: _____ **Other Minorities**: _____

Comments:

Authorization to proceed with the selection process: YES ☐ **NO** ☐

_____ _____
Signature **Date**

CC:
Academic Affairs Recruitment Analyst/HR Recruiter
Department Chair
Vice President

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