THE CITY UNIVERSITY OF NEW YORK
AFFIRMATIVE ACTION CERTIFICATION For NON-TEACHING INSTRUCTIONAL STAFF
(ECP,HEO,Classified Titles)
LAGUARDIA COMMUNITY COLLEGE

Title of Position: _____ **Job Opening ID Number: _____**
Dept/Division: _____

SEARCH PROCEDURES DOCUMENTATION
I. **TOTAL** number of applications received: _____ Male: _____ Female: _____ Unknown:___

II. The ethnic breakdown of the applicant pool will be completed by the Affirmative Action Office:

Black	Hispanic	Asian/ Pacif.Isl.	Amer. Ind. Alsk. Nat.	Italian American	Race Unknown	White	TOTAL
_____%	_____%	_____%	_____%	_____%	_____%	_____%	_____%

I certify the applicant pool for this position is found to be adequate _____
Affirmative Action Officer's Initials

III. Of the above candidates, indicate how many were interviewed:

	Black	Hispanic	Asian/ Pacif.Isl.	Amer. Ind. Alsk. Nat.	Italian American	Race Unknown	White	TOTAL
Male	_____	_____	_____	_____	_____	_____	_____	_____
Female	_____	_____	_____	_____	_____	_____	_____	_____

a. From what specific source was the selected candidate recruited? _____

b. Name of the candidate selected: _____

c. Additional candidate(s) offered the position: _____

Salary: _____

STATED REASON OFFER REFUSED: _____

d. Names of other candidates interviewed but not offered the position:

_____ _____

_____ _____

_____ _____

IV. AFFIRMATIVE ACTION CERTIFICATION

Prior to an offer being made, appropriate college officers shall certify that affirmative action procedures have been followed. In the case of reclassification, the college officers must attest that the proposal conforms with all equal employment policies. Substitute positions may be for a maximum of four (4) semesters only.

I certify that affirmative action procedures have been followed and that the above is true to the best of my knowledge and belief.

_____ _____ _____
Name and Signature of Dean/VP **Division** **Date**

_____ _____
Name and Signature of Affirmative Action Officer **Date**

REGULATIONS REQUIRE THE RETENTION OF ALL SUPPORTING DOCUMENTS, INCLUDING RESUMES OF APPLICANTS, FOR AT LEAST THREE (3) YEARS.