

THE CITY UNIVERSITY OF NEW YORK

**AFFIRMATIVE ACTION
RECRUITMENT DOCUMENTATION**

LAGUARDIA COMMUNITY COLLEGE

The Affirmative Action Program of The City of University of New York mandates that equal opportunity be afforded to all qualified persons when positions are available. Accordingly, good faith efforts must be made to encourage women, minorities, veterans and persons with disabilities to apply for available vacant positions.

IF THE PROPOSED CANDIDATE IS BEING PRESENTED FOR RECLASSIFICATION OR SUBSTITUTE POSITION, COMPLETE ONLY THE CERTIFICATION (SECTION C).

SECTION A: RECRUITMENT PLAN CERTIFICATION

A recruitment plan is to be submitted to the College Affirmative Action Officer for approval before a vacancy is announced.

I certify that I reviewed and approved the written recruitment plans submitted by

_____ of _____
Search Committee Chair **Department/Division**

For the position of _____
Bylaw/Functional Title of Position **Job Opening Identification Number
(When Issued)**

_____ **Affirmative Action Officer's Signature** _____ **Date**

SECTION B: SEARCH PROCEDURES DOCUMENTATION

Federal and University regulations require documentation of recruitment efforts. The following information is being submitted with all documents required for the appointment of the candidate.

PART I

1. List sources (CUNY postings, newspapers, journals, organizations, etc.) that were used to recruit candidates for this position.

2. **TOTAL** number of applications received: _____ Male: _____ Female: _____ Unknown: _____

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

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

Prior to interviewing candidates for the position, the Affirmative Action Officer must review the applicant pool to assure that the pool is appropriate regarding the representation of protected groups.

I certify the applicant pool for this position is found to be adequate.

Affirmative Action Officer's Initials

Title of Position: _____

Dept./Division: _____

Job Opening ID #: _____

PART II

1. Of the above candidates (Part I, item 2), indicate how many were interviewed?

	<u>Black</u>	<u>Hispanic</u>	<u>Asian/ Pacif.Isl.</u>	<u>Amer. Ind. Alsk. Nat.</u>	<u>Italian American</u>	<u>Race Unknown</u>	<u>White</u>	<u>TOTAL</u>
Men	_____	_____	_____	_____	_____	_____	_____	_____
Women	_____	_____	_____	_____	_____	_____	_____	_____

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

3. Name of candidate selected: _____

4. Additional. Candidate(s) offered the position: _____

Salary: _____

STATE REASON OFFER REFUSED: _____

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

_____	_____
_____	_____
_____	_____

SECTION C: 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, college officers must attest that the proposal conforms with all equal opportunity policies.

Substitute positions may be for a maximum of four (4) semesters only. Appointment of a candidate currently holding a substitute title must conform with the University's affirmative action policies for subsequent substitute appointments.

I certify that the 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/Vice President

Department/Office

Date

Name and Signature of Affirmative Action Officer

Date

Name and Signature of President/Designee

Date

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