

RECRUITMENT SUMMARY FORM

Faculty Positions
University of Arkansas, Fayetteville
Office of Equal Opportunity and Compliance

Position Title _____ Search # _____

Working Title _____ (if applicable)

Department/BU Code _____

Number of Applicants _____ Person Recommended _____

Date Employment into THIS position begins (Hire Date) _____

Annual Salary to Be Offered \$ _____ U.S. Citizen OR Permanent Resident _____

Type of Appointment: % of Appt. _____

Regular _____ Adjunct _____ Visiting _____ Temporary _____ Full Time _____ Part-Time _____

SUMMARY OF RECRUITMENT PROCEDURES

Please circle below, by number, which of the recruitment plan items or activities you used.

(See Recruitment Plan form for description)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Please attach to this form:

1. An updated copy of the applicant worksheet that lists any additional applicants, as well as a list of any additional contacts or other materials developed during the recruiting process and list any additional resources you became aware of and/or used that were not included in your recruitment plan.
(If there were none, please indicate.)
2. Please **summarize briefly the interview of each applicable candidate** relative to basic and desirable qualifications, and any other criteria differentiating the recommended candidate from the others. **Also enclose copy of Letter of Offer.**

Dean, Director, Dept. Head

Date

Signature of Person Filling Out Form

Date

Vice Chancellor

Date

Office of Equal Opportunity and Compliance

Date

Send all copies of this form to OEOC in WAAX 4

7/13