

Search Documentation Data Form

Office of the Chief Diversity Officer

The Office of Human Resources at Kingsborough Community College places ads in publications named on the Recruitment and Hiring Authorization Form. This form is to be completed and submitted at the close of the search process along with documentation of advertisement. Note: No offer can be made to a proposed finalist until all search documentation is reviewed and approved by the Office of the Chief Diversity Officer.

Name of Hiring Official	Hiring Depa	rtment /Office			Telephone Extension		
Position To Be Filled					PVN# _		
A). Have EEO Demographic Survey B). Total Number of Applications/Re		* *	?		□No		
I. Candidates Interviewed							
Name	Gender	Ethnicity*	Highest Degree	Years of Experience	Referral Sources**	Interview Date	Disposition Code***
l.		•		•			
i.							
III. Authorizing signatures A. SEARCH COMMITTEE ME The signatories below attest that Affirmative Action Program and Po	a good faith blicy mandates,	and other relevan	t personnel po	licies and prac	ctices.	ess in accorda	nce with CUNY
Members of the Search Commit (1)							
(2)			(E)				
(3)			(0)				
			.,				_
B. SEARCH COMMITTEE CH I certify that the above is true to the	e best of my kr	owledge and belie	ef.				
(Signature/Chair of the Search (Committee)		Date				

						Conf				ntinued: Search Documentation Data Form		
IV. A. Proposed B. Candidat			e Past 5 Yea	nrs:		Sa	lary \$		Rank:	_		
V. CHIEF DIV	/ERSITY O	FFICER /	SPECIAL A	SSISTANT	TO THE LEGAL	. AFFAIRS	& LABOR	DESIGNEE				
					y/gender: #Fema		#Un	known:				
Amer. Ind./			•	Italian	Nat. Hawaiian/ Pac. Isl.	Puerto		Other/	No Response	Total		
%						%		-	%	= 100%		
#	#	#	#	#	#	#	#	#	#	()		
Approved:			•		ade to achieve			·		_		
CODES (for C	CUNY and	Federal S	tatistical P	Purposes)								
*Race/Ethnicity/Other Protected Group Status [(A) Unknown] (B) White not Hispanic. Origins in Europe, North Africa, or the Middle East (C) Black/African American (Not of Hispanic origin) (D) Hispanic (Not Puerto Rican) (E) Puerto Rican (F) Asian (G) American Indian/Alaskan Native (H) White – Italian American (I) Native Hawaiian/Pacific Islander						**Referral Source 1. New York Times 2. DiversityInc 3. Idealist.org 4. Inside Higher Ed 5. Discipline () 6. Other () **Disposition Codes 1. Applicant withdrew from consideration 2. Unfavorable reference check 3. Did not show for interview 4. Referred to selecting official 5. Not referred to selecting official 6. Other:						