

FORM II

UNIVERSITY OF ILLINOIS  
University Administration Academic Search Procedures

University Equal Opportunity  
807 South Wright St, Suite 440, MC-312

This form must be completed and approved before a position is offered. Contact University Equal Opportunity (UEO) about any aspect of search completion.

I. Appointing Unit \_\_\_\_\_ EEO Job Code \_\_\_\_\_

Position Title \_\_\_\_\_ Proposed Salary \_\_\_\_\_

Candidate \_\_\_\_\_ Gender \_\_\_\_\_ Race/Ethnicity \_\_\_\_\_

II. Were all aspects of the search procedures described on Form I implemented? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please specify:

III. A. Closing Date of Search \_\_\_\_\_

B. Total number of APPLICANTS \_\_\_\_\_ Total number of INTERVIEWS \_\_\_\_\_

C. List the candidates who were interviewed in priority for hiring, including date of interview, gender and race/ethnicity.

<u>Name</u>	<u>Date</u>	<u>Gender</u>	<u>Race/Ethnicity</u>
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(1)

(2)

(3)

(4)

D. Describe the qualifications of the preferred candidate that influenced your decision. Explain why he or she was selected over other finalist, particularly minorities and women.

**FORM II, Continued**

E. If known, please indicate where the preferred candidate learned of the position opening.

\_\_\_\_\_

IV. Approvals

\_\_\_\_\_  
Approved by Unit Head Date

\_\_\_\_\_  
Reviewed by Unit Equal Opportunity Liaison Date

\_\_\_\_\_  
Approved by University Equal Opportunity Date

----- Completed by University Equal Opportunity -----

V. Applicant flow.

**Race/Ethnic Identity Totals** \_\_\_\_\_

<b>Males</b> (Head Count)	_____	<b>Female</b> (Head Count)	_____
American Indian, Alaskan Native	_____	American Indian, Alaskan Native	_____
Asian/Pacific Islander	_____	Asian/Pacific Islander	_____
Black, nonHispanic	_____	Black, nonHispanic	_____
Hispanic	_____	Hispanic	_____
White, nonHispanic	_____	White, nonHispanic	_____