



INTERVIEW APPROVAL FORM

This form is to be completed by the chairperson of the search committee and sent to the Office of Diversity and Equal Opportunity via the appropriate Vice President/Provost for review and must be approved before on-campus interviews may be conducted.

Search Chair

Department

Title of Position Being Filled

AA Search Number

Name of Candidate

Name of Candidate

Name of Candidate

Name of Candidate

The Vice President/Provost will decide the number of candidates that are brought in for interview.

A. Summarize search activities in accordance with Affirmative Action recruiting. (Please attach additional sheets if necessary).

B. If women or minority individuals are among the qualified pool but not brought forward for an interview of further consideration, a detailed explanation is necessary. (How did their degree and experience compare with those brought forward, etc.?)

C. Are your candidates legally authorized to work in the United States? Will they now or in the future require sponsorship for an employment visa status?

The approval of VP/Provost and the Diversity and Equal Opportunity Director is needed before candidate(s) can be contacted for an interview.	_____ <i>Diversity & Equal Opportunity Director</i>	_____ <i>Date</i>
	_____ <i>Vice President/Provost</i>	_____ <i>Date</i>