

Request to Interview

Check one:

- Faculty
 Administrative/Professional Staff
 Librarian

Date:	Contact Name:	Contact Phone:
Department:	Position Title:	
Name of Previous Employee:		

Section A: Names of Finalists

List in rank order those candidates for whom you are requesting permission to interview, including alternates. Attach copies of their vitas or resumes.

Name	Race*	Gender*	Meet AA Goal?*
1.			
2.			
3.			
4.			
5.			
6.			
7.			

*Completed by AA/EO

Section B: Applicant Pool Information (provided by search committee)

1. What was the total number of applicants for this position? _____
2. How many applicants for this position did not meet minimal qualifications? _____
3. Complete EEOR-2b [Applicant List] and attach to this request.

Section C: Statistical Description of Applicant Pool (completed by AA/EO)

Ethnic Group	White (not of Hispanic origin)	Native American/Alaskan Native	Black/African American	Asian/Pacific Islander	Hispanic	Multiracial	Race Unknown	Total
Males								
Females								
Sex Unknown								
Total								

Section D: Signatures of Approval

- | | |
|---------------------------------------|-------------------------------------|
| 1. Hiring Supervisor _____ Date _____ | 4. AA/EEO Officer _____ Date _____ |
| 2. Department Head _____ Date _____ | 5. Vice Chancellor _____ Date _____ |
| Dean / Director _____ Date _____ | 6. Chancellor _____ Date _____ |