

Equal Employment Hiring Report

Department: _____

Position: _____

New Replacement

Date Posted: _____ Date Filled: _____

Person Hired: _____

Male Female Minority

Recruitment Summary

Internal Posting Only: Yes No

Advertising: HR Website
 Newspaper(s): _____
 Other: _____

Number of Applicants: _____

Number Interviewed: _____

Female: _____ Minority (if known): _____

Final Selection

First choice accepted? Yes No: _____

Department signature: _____

HR use only:

Number of EEO cards received: _____

Female: _____ Minority: _____