EEO COMPLIANCE FORM

EEO Job Code_____
(to be completed by HR)

Job Title (Official HR Title) _____ **Department Name** UMCES **Position Open Date** _____

Job Requisition Number _____ **Organization** _____ **Position Closed Date** _____

INDICATE WHERE POSTING FOR THIS POSITION OCCURRED:
[ ] WEBSITE; [ ] NEWSPAPER; [ ] PROF. JOURNAL; [ ] OTHER; [ ] POSITION WAS NOT POSTED.

*(To be filled out for all **applicants**- interviewed candidates or screened applications/resumes that are minimally qualified and sent to the hiring department for consideration.)*

(Please use the codes that are located on the bottom of the page)

Last Name	First Name	SS #	Zip Code	Sex	Race	Vet.	Disab.	Applic Date	Interv Date	Result Codes	Referral Source

LEGENDS

Race:	0 = White, 1= Black, 2 = Hispanic, 3 = Asian or Pacific Islander, 4 = Native American or Alaskan Native, 5 = Other Minority
Vet:	A = Vietnam Era Veteran, B = Disabled Veteran
Referral Source:	1 = Job Posting, 2 = Newspaper/Advertisement, 3 = Internal candidate
Results Codes:	1 = Hired, 2 = Rejected Offer, 3 = Not Best Qualified, 4 = No Show, 5 = Withdrew Application 6 = Unfavorable Reference Check, 7 = Unable to Contact, 8 = Not Interviewed, 9 = Other

_____ _____ _____ _____

Hiring Manager or Delegate Date HR Recruitment Coordinator Date

_____ _____

Phone # Mail Stop or Building Address

Revised August, 2003 **THIS COMPLETED FORM MUST BE RETURNED TO HUMAN RESOURCES PRIOR TO AN OFFER BEING MADE**