

Position Title: _____ Date of Posting: _____

Budget Unit and/or Department: _____

Full-time: _____ Part-time: _____ New position: _____ Replacing: _____

1. Summary of Advertising Plan: list names of publication(s) and approximate date(s) appearing. Keep a copy of advertisements in your files for three years.

- a) Tech Today (date) _____
- b) Professional journals or newsletters: _____
- c) Local media: _____
- d) Regional publications: _____
- e) National publications: _____
- f) Minority publications: _____
- g) Women's publications: _____
- h) Email lists – please attach _____
- i) Direct Communications: _____
- j) Other: _____

2. List any special measures that will be taken to solicit applications from women or minority groups:

CEP Review/Recommend _____ Date _____

Comments: _____

Approved by: (Signature)	Title	Date
	Chair of Search Committee	
	Department Chair	
	Dean	
Attach email approval from Affirmative Programs	Affirmative Programs	

**Submit this form before the search process begins along with the Position Authorization Form.
Please attach a copy of the ad.**

Form III: Faculty Interview Approval

Position Title: _____ Date of Posting: _____

Budget Unit and/or Department: _____

1. Email the list of all candidates to rmjuntun@mtu.edu. The Affirmative Programs office will then check for diversity issues and respond by email to the hiring department.
2. Provide the list of candidate(s) you propose to interview and how (ex: phone, in person, video conference)

Candidate Name	Interview Type

3. Provide reasons why all other candidates were not selected for interview. Attach separate sheet.

Candidate Name	Reason/s

4. Note any additional information or changes to your initial Position Promotion and Recruitment Plan (Form II)

CEP Review/Recommend _____ Date _____

Comments: _____

Approved by: (Signature)	Title	Date
	Chair of Search Committee	
	Department Chair	
	Dean	
Attach email from Affirmative Programs relating to diversity of the pool	Affirmative Programs	

Submit this form when the search is completed and before candidates are invited to interview.

Form IV: Final Selection

Position Title: _____ Date of Posting: _____

Budget Unit and/or Department: _____

First Choice: _____ Appointment date: _____

Race/Ethnicity: _____ Gender: _____ External: _____ Internal: _____ Part-time employee: _____

1. If chosen candidate is an international applicant, please contact the Associate Director of Immigration & Faculty HR at 487-2280 for procedures.
2. Name of finalists interviewed in person, phone, conference, etc. and reasons why finalists were not selected as the first choice.

Name	Gender	Race/ Ethnicity	Interview Type	Reason

3. If applicable, provide information concerning the applicants who withdrew from further consideration.

Name	Gender	Race/ Ethnicity	Interview Type	Reason (if known)

4. Send the completed Applicant Flow Log (in EXCEL) via email to rmjuntun@mtu.edu.
(www.admin.mtu.edu/aao/aapro.htm#AFL)

CEP Review/Recommend _____ Date _____

Comments: _____

Approved by: (Signature)	Title	Date
	Chair of Search Committee	
	Department Chair	
	Dean	
	Affirmative Programs	