Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recruiting Year: \_\_\_\_\_\_\_\_\_\_

**Summary and Assessment of   
Faculty Recruitment Activity and Pool Composition**

Prior to inviting finalists to campus for interviews, each search committee must assess the efficacy of efforts to attract a broadly diverse applicant pool, and provide details on the gender and race/ethnicity composition of the pool to the department chair, dean, and vice-provost for DEI approval. Use this form or attach a memo that provides the requested information.

1. Describe the specific position to be filled.
2. As part of its search plan, the committee outlined advertising, communication, and recruitment strategies for reaching a broadly diverse candidate pool and for attracting women and underrepresented minority candidates into the search. Were all of those activities completed? Were any additional activities undertaken that were not outlined in the original search plan?
3. Comment on the efficacy of the strategies and activities employed to build a broadly diverse candidate pool and to attract women and underrepresented minority candidates into the search. Is the search committee satisfied with its efforts?
4. Provide summary data regarding the gender, race and ethnicity of the complete applicant pool at the point that approval to invite candidates to campus is requested. If using Interfolio, you may attach a copy of the EEO Report , which the Committee Manager Role can run and download in PDF format following [these instructions](https://product-help.interfolio.com/m/27443/l/266343-run-an-eeo-or-custom-form-report).

*Please check the box to affirm:*

Our dean has reviewed and approved this recruitment activity report.