

**UNIVERSITY SYSTEM OF GEORGIA  
AFFIRMATIVE ACTION CHECKLIST\***

**THE UNIVERSITY OF GEORGIA  
Institution**

\_\_\_\_\_ **Department/Unit** \_\_\_\_\_ **VP/College/School** \_\_\_\_\_

1. Position Applied For \_\_\_\_\_
2. Applicant Employed (Full Name) \_\_\_\_\_
3. PVA number \_\_\_\_\_ 4. Sex \_\_\_\_\_ 5. Race: \_\_\_\_\_
6. Date of Application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 7. Date Position Offered \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
8. Date Accepted \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 9. Employment Begins \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

10. Total Number of Applicants: \_\_\_\_\_

	White (1)	Black (2)	Asian (3)	Native American (4)	Hispanic (5)	Multi-Racial (6)	Unknown (9)	TOTAL
Female	_____	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____	_____
Unknown	_____	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____	_____	_____	_____	_____

11. Total Number of Applicants Considered for final Review: \_\_\_\_\_

	White (1)	Black (2)	Asian (3)	Native American (4)	Hispanic (5)	Multi-Racial (6)	Unknown (9)	TOTAL
Female	_____	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____	_____
Unknown	_____	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____	_____	_____	_____	_____

12. Total Number of Applicants Invited to Campus (Interviewed): \_\_\_\_\_

	White (1)	Black (2)	Asian (3)	Native American (4)	Hispanic (5)	Multi-Racial (6)	Unknown (9)	TOTAL
Female	_____	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____	_____
Unknown	_____	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____	_____	_____	_____	_____

13. Number of applicants Declining Offered Position: \_\_\_\_\_
- | Date of Offer        | Date of Refusal      | Sex   | Race  |
|----------------------|----------------------|-------|-------|
| ____ / ____ / ____ / | ____ / ____ / ____ / | _____ | _____ |
| ____ / ____ / ____ / | ____ / ____ / ____ / | _____ | _____ |

14. Detail special efforts to attract statistically underutilized applicants for this position. **[attach a separate sheet as needed]**

\_\_\_\_\_

\_\_\_\_\_

15. Specific reason/qualification(s) for hiring. **[attach a separate sheet as needed]**

\_\_\_\_\_

\_\_\_\_\_

16. Demographics of person(s) making hiring decision:

	White (1)	Black (2)	Asian (3)	Native American (4)	Hispanic (5)	Multi-Racial (6)	TOTAL
Female	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____	_____	_____	_____

**Hiring Unit Contact Person** Name \_\_\_\_\_ Telephone# \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Maintain original for unit/departmental file for three years  
 \* Submit 1 copy with each appointment form  
 \*Send 1 copy to your EEO Unit Coordinator

GENERAL INSTRUCTIONS FOR COMPLETION OF
USGA AFFIRMATIVE ACTION RECORD ON
FACULTY-TYPE APPOINTMENTS

UGA/EEO Form #3

USGA Affirmative Action Checklist (EEO Form #3) is to be completed as a summary of information contained in EEO Form #1 on all applicants for a given position. Three copies of the USGA Affirmative Action Checklist must be prepared. Distribution is as follows:

- One copy to departmental/hiring unit files;
- One copy to accompany the appointment form; and,
- One copy to your EEO/AA Unit Coordinator.

File Retention

A good position vacancy file will contain all the relevant information used when filling a position. The vacancy announcement, the applications referred for consideration, interview schedules and notes, and departmental copies of both EEO forms must all be maintained in the vacancy file. Departmental filing of faculty hiring must be routinely retained for three (3) years. In the event of a complaint or grievance involving a hiring decision, related files must be held until final resolution of the matter. These records, among many others, are subject to review by various government agencies, courts, and University officials and should contain only information relevant to the recruiting and selection process.

Applicant Information

- 1. To your knowledge, was any rejected applicant disabled? Yes No
A. If "Yes" to above, was this rejection due to inability to accommodate the individual's handicap? Yes No
B. If "Yes" to 1A above, give details:
2. To your knowledge, was any rejected applicant a Vietnam era Veteran (08/05/64 - 05/07/75)? Yes No
A. If "Yes" to 2 above, was this rejection in any way related to the applicant's veteran status of character of service? Yes No
B. If "Yes" to 2A above, give details:
3. To your knowledge, is the person offered the position disabled? Yes No N/A
A. If "Yes" to 3 above, has accommodation been requested? Accommodation offered? Yes No Yes No
B. Nature of any needed accommodation:
4. To your knowledge, is the person offered the job a US veteran? Special disabled veteran? Vietnam Era veteran? Newly Separated US military veteran? Protected US military veteran? Yes No Yes No Yes No Yes No Yes No
5. To the best of your knowledge, how did the person hired become aware of this position?
A. Do not know
B. Contacted by hiring unit... from Applicant Clearinghouse Listing from directory listing provided by EEO or Dean at a professional meeting as a former student referred by colleague at another institution other
Learned of vacancy... as Applicant Clearinghouse registrant from a vita bank from The Chronicle of Higher Education from a professional journal (name) from a colleague at another institution from a colleague at UGA other