



Office of the
Vice President
for Research

Search Report (Please attach resumes of finalist women & minorities who were not chosen)

Date:

Department:

Job Title:

Position Title:

Req#:

New Position/ Replacement:

Name of person replaced:

**Termination/
Transfer Date:**

Supervisor:

Search Plan Approval Date:

Position Description/ Job Requirements:

Affirmative Action Search Report

Job & Position Title:

Job Requisition #:

Department/Lab/Center:

Hiring Manager:

Job Code:

Statistical Summary (Please contact ATS-Help@mit.edu to obtain application data below)

	<i>Gender</i>	<i>TOTAL</i>	<i>Hispanic or Latino</i>	<i>White</i>	<i>Black or African American</i>	<i>Native Hawaiian or other Pacific Islander</i>	<i>Asian</i>	<i>American Indian or Alaska Native</i>	<i>Two or more Races</i>	<i>Unknown</i>
Application Received	Male									
	Female									
	Unknown									
	Total									
Number Of Phone Interviewees	Male									
	Female									
	Unknown									
	Total									
Number of in Person Interviewees	Male									
	Female									
	Unknown									
	Total									
Number of Finalists	Male									
	Female									
	Unknown									
	Total									

Final Candidate

Name:

Gender:

Race:

Final Interview Date:

References Checked:

Ref. Include a Supervisor:
(If MIT employee include current Supervisor)

Proposed Salary:

Proposed Start Date:

Current Employee:

Prior MIT Affiliation:

Dept./Dates/Title:

Citizenship: U.S.:

Other:

Visa Status:

Principal reasons of selection of proposed candidate

Report on Search

Name of Interviewee's/Finalist

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired

Please note any additional steps that were taken to identify women and minorities that were not on the Search Plan:

Any related comments:

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired:

Name:

Date of Interview:

Gender:

Finalist:

Race:

Reason Not Hired: