

**SEARCH DOCUMENTATION DATA FORM**

The College of Staten Island and The City University of New York mandates that equal opportunity be offered to all qualified persons when vacant positions are filled. In particular, a good faith effort must be made to encourage women, people from federally protected groups and Italian Americans to apply for each available position.

**This form must be completed by the search chairperson and forwarded to the Department Head/Chair for signature and returned to the Office of Diversity and Compliance (ODC). Please note, for all searches the final candidate's signed offer letter must be attached to this form.**

**Title of Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**CUNYfirst Job ID** \_\_\_\_\_

**Type of Position:** \_\_\_\_\_ **ECP**      \_\_\_\_\_ **Non-Teaching Instructional Staff (CLT, HEO series, Research Associate)**

\_\_\_\_\_ **Faculty**      \_\_\_\_\_ **Non-Instructional Staff (Classified Managerial)**

Federal and CUNY regulations require documentation of recruitment efforts. The Office of Diversity and Compliance verified a diverse applicant pool via the CUNYfirst Recruiting Analysis.

1. Final candidate offered the position: \_\_\_\_\_

2. Final candidate starting date: \_\_\_\_\_ Salary: \_\_\_\_\_

3. If applicable name of candidate first selected: \_\_\_\_\_

State reason candidate declined: \_\_\_\_\_

4. If additional candidate(s) were offered the position, please list below the names and state reason candidate(s) declined:

\_\_\_\_\_  
\_\_\_\_\_

**Diversity and Compliance Certification**

I certify that affirmative action procedures have been followed and that the above is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Hiring Official (President/Vice President/Dean)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Diversity and Compliance Officer

\_\_\_\_\_  
Date

**REGULATIONS REQUIRE THE RETENTION OF ALL SUPPORTING DOCUMENTS, INCLUDING RESUMES OF APPLICANTS, FOR AT LEAST THREE (3) YEARS.**