



AFFIRMATIVE ACTION RECRUITMENT AND SELECTION REPORT (AARSR)

The AARSR describes, outlines and documents the recruitment and selection process for this position.

Position Title: _____ Position Number: _____

Recommended Appointee: _____

Position Type

Location

- Administrative
- Associate & Support Staff
- Full-time Faculty

- Central Administration
- Germantown Campus
- Rockville Campus
- Silver Spring/Takoma Park Campus
- Off-campus

Good faith efforts have been made to meet the Affirmative Action objectives for this unit.

Explain how this recommendation for appointment helps to meet the Affirmative Action goals and/or objectives for this unit. Include demographics of the hiring unit by gender and ethnicity.

For example: The unit currently has 4 white males, 3 white females, 3 black males, 2 black females, 1 Hispanic male and 1 Hispanic female. If this space is not adequate to include your demographics, please attach another sheet or place information at the end of this report (after #7).

Print Name of Hiring Manager

Signature of Hiring Manager

Date

Print Name of Administrative Official

Signature of Administrative Official

Date

Human Resources Manager or Designee

Date

This report includes the following. Please provide the information in the spaces below.

1. **Describe the recruitment process.** (How was the job announcement communicated to the community, general public, etc.? Were minority sources used? e.g. Asian Fortune, Latinos for Hire)

2. **Describe the search committee process.** (Name the search committee members. Briefly describe the search committee's charge and responsibility.)

3. **Describe the screening process. Include the following:**
 - a. Screening methodology
 - Q, P, or N (Qualified, Possibly Qualified, or Not Qualified)
 - Check, Plus or Minus (√, +, -)
 - Numerical System – must explain
 - Other method
 - b. If a numerical system is used, you must provide a legend describing how each point is earned; and explain how you tabulated the results. **We strongly discourage using this method because it slows down the review process.**
 - c. Must include **screening grids from ALL** committee members with AARSR.

4. **Briefly describe how you determined who to bring in for interviews.** Your screening grid will be able to show us why those who self-identified their gender and ethnicity were not qualified.

For example: The committee received 100 applications to review. We determined that 50 of the 100 applicants met the minimum qualifications. We determined to interview 15 applicants because.....

5. **Interview Process:** Give the number of individuals actually interviewed in the following categories. Use the Gender and Ethnicity Reports to obtain this information. The disclosure of gender and ethnicity is voluntary. If the Gender and Ethnicity Reports do not provide this information, in accordance with federal guidelines, employers are required to provide this data based upon observation.

	FEMALE	MALE
American Indian/Alaskan Native		
Asian		
Black or African American (Non-Hispanic Origin)		
Hispanic (All Spanish Origin)		
Native Hawaiian or Other Pacific Islander		
White (Non-Hispanic Origin)		
Two or More Races		

6. **Briefly provide a summary of interviewed candidates, in alphabetical order, strengths and weaknesses.** Include their name, gender and ethnicity. For example: Jane Doe, Female, White

Candidate Name	Candidate Gender	Candidate Race	Strengths	Weaknesses

7. **Briefly describe the reason for selecting a candidate as your #1 choice and why another is your #2, #3 (if applicable) choice.**

Candidate Name	Recommendation of Findings