

Analysis of Efforts and Profile Chart

Name of prospective employee: _____

Title of prospective employee: _____

Position #: _____ Effective appointment date: _____

New Position OR Replacement Position (mark one) If replacement, please complete the next item.

Person/Position being replaced: _____
(name)(position)

Advertised/Posted in/at the following (please select all that apply):

Campus Messenger

Civil Service LA Careers

On-Campus Locations (i.e., bulletin boards, office space, etc.)

Publications (e- or hard-copy) Names: _____

Universities Names: _____

Dates advertisement was posted: _____

Number of Replies (include incomplete packets as well): _____

Number of Applicants (only completed packets included) by Ethnicity: Hispanic/Latino _____ OR Not Hispanic/Latino _____

In addition, Number of Applicants by Racial Categories: Alaskan Native/American Indian _____; Asian _____;

Black/African American _____; Native Hawaiian/Pacific Islander _____; White _____; Did not reply _____

Justification for Offering Position:

Recommendation approved according to EEO policy.

Department Head/Director *date*

Academic Dean *date*

Vice-President *date*

EEO Officer *date*