

UNIVERSITY OF CENTRAL ARKANSAS
Equal Employment Review Form

This form must be completed and forwarded to the UCA Equal Employment/Affirmative Action Office for approval **BEFORE AN OFFER IS EXTENDED TO FILL AN INTERNALLY OR EXTERNALLY ADVERTISED JOB OPENING**. A copy of the approved form must be attached to the PAF. All PAF's related to an appointment which are received in Human Resources without the approved Equal Employment Review Form will be returned.

Title of vacant position _____

Department/Hiring Unit _____

Total number of applicants meeting minimum qualifications _____

Applicant Selected _____

Person being replaced _____

Justification for recommending the applicant rather than other applicants for the position:

List all advertising/recruiting steps and related actions taken in compliance with the University's Equal Employment goals.

Dean/Department Administrator Signature

Date

EQUAL EMPLOYMENT/AFFIRMATIVE ACTION USE ONLY

Approval recommended _____

Recommendation withheld due to _____

Equal Employment/Affirmative Action Officer Signature

Date