

**OFFICE OF EQUAL
OPPORTUNITY AND
DIVERSITY**

**RECRUITMENT
SUMMARY FORM**

CLASSIFICATION
TITLE TO BE FILLED _____

DEPARTMENT _____

ORG. NO. _____ DEPT. NO. _____ CLASS CODE _____

REQ. NO. _____ POSITION NO. _____

No. of Applicants _____ Anticipated Start Date _____

Person Recommended _____

Type of Appointment (Check as appropriate):

Regular Tenured/
Ten. Track Clinical
Track Visiting
Faculty Adjunct
Faculty Temp % of Appt _____

Annual Base Salary Rate to be Offered: \$ _____ for _____ months.

Is Salary Above 1st Quartile? No Yes If yes, attach justification letter.

Current Univ. of Iowa Employee? Yes No References checked? Yes No

SUMMARY OF RECRUITMENT PROCEDURES

1. Please attach lists of any additional contacts, applicants or resources used that were not included in recruitment plan.
2. Please attach a brief summary of each interviewed candidate relative to basic and desirable qualifications, and any other criteria differentiating the recommended candidate from the others.
3. Please attach the draft offer letter.
4. Please send a Voluntary Self-Identification Form, with self-addressed stamped envelope, to candidate to whom offer is made.

1. Person Filling Out Form	Date	2. Department Executive Officer	Date
3. Dean or Vice President	Date	4. Associate Provost for Faculty	Date
5. Assistant to the President and Director, Office of Equal Opportunity and Diversity	Date		

NOTE: Faculty Recruitment Summary Forms must be signed by the Associate Provost for Faculty prior to submission to the Office of Equal Opportunity and Diversity.

P&S Recruitment Summary Forms indicating a salary to be offered that exceeds the 1st first quartile must receive approval from Compensation & Classification in Central Human Resources, in addition to the Office of Equal Opportunity and Diversity, prior to extending the offer.