

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: _____

Other: _____

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