

**Baruch College/The City University of New York  
ECP Certification Form**

Title of Position: \_\_\_\_\_

**SEARCH PROCEDURES DOCUMENTATION**

1. TOTAL number of applications received: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_ Unknown: \_\_\_\_\_

1a. Ethnic breakdown of the applicant pool based upon number of applications received:

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian/ Pacif. Isl.</u>	<u>Amer. Indian Alsk. Nat.</u>	<u>Hawaiian</u>	<u>Italian- American</u>	<u>Unknown</u>	<u>TOTAL</u>
Female	_____	_____	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____	_____	_____
Unknown	_____	_____	_____	_____	_____	_____	_____	_____	_____

1b. Of the above candidates, indicate how many were interviewed:

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian/ Pacif. Isl.</u>	<u>Amer. Indian Alsk. Nat.</u>	<u>Hawaiian</u>	<u>Italian- American</u>	<u>Unknown</u>	<u>TOTAL</u>
Female	_____	_____	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____	_____	_____
Unknown	_____	_____	_____	_____	_____	_____	_____	_____	_____

2. From what specific source was the selected candidate recruited: \_\_\_\_\_

3. Name of candidate selected: \_\_\_\_\_

Salary: \_\_\_\_\_

4. Additional candidate(s) offered the position: \_\_\_\_\_

STATED REASON OFFER REFUSED: \_\_\_\_\_

5. Names of other candidates interviewed but not offered the position (THIS MEANS ALL CANDIDATES INTERVIEWED, NOT JUST FINALISTS MOVED FORWARD TO THE HIRING MANAGER):

\_\_\_\_\_  
\_\_\_\_\_

**AFFIRMATIVE ACTION CERTIFICATION**

Prior to an offer being made, appropriate college officers shall certify that affirmative action procedures have been followed. In the case of reclassification, college officers must attest that the proposal conforms to all equal employment policies. A recruitment plan has been submitted to the College Chief Diversity Officer for approval before a vacancy is announced.

I certify that affirmative action procedures have been followed and that the above is true to the best of my knowledge and belief.

\_\_\_\_\_  
Name and Signature of Chief Diversity Officer

\_\_\_\_\_  
Date

REGULATIONS REQUIRE THE RETENTION OF ALL SUPPORTING DOCUMENTS, INCLUDING RESUMES OF APPLICANTS, FOR AT LEAST THREE (3) YEARS.