



Part I  
SEARCH COMMITTEE/INTERVIEW NARRATIVE

Form 3 Part I

Requisition Number: S9000  
Position Number: 999012

TO BE COMPLETED BY SEARCH COMMITTEE AND FORWARDED TO ADMINISTRATOR OF INITIATING UNIT.

Search Procedure: Candidates were sought through the following recruiting efforts: (Names and Dates below)

1. Advertising or Professional Organizations Contacted: 2. Other:

[Empty box for search procedure details]

Final Status of Candidates Identified for Interview by Committee:

DI = Declined Interview EX = Less Experience than candidate selected MN = Didn't meet minimum qualifications NC = Unable to Contact  
NS = Didn't show up for interview OT = Other reason QU = Only minimally qualified RF = Unsatisfactory References  
SA = Salary requested > available budget UI = Unfavorable Interview WD = Applicant withdrew application AI = Applicant Interviewed  
FI = Favorable Interview

| Name          | Strengths and Weaknesses for all interviews<br>(related to the advertised position and stated job requirements.)  | Final Status | Race | Gender |
|---------------|---|--------------|------|--------|
| Joe Applicant | Strengths: Candidate has experience in programming.<br>Good verbal skills<br>Weaknesses: No knowledge of required software.<br>Lacks experience in web programming. | EX           | B    | Male   |
| Jane Doe      | Strengths: Has extensive programming experience<br>Good verbal and written skills<br>Has experience in software used at WKU.  | FI           | W    | Female |
| John Smith    | Strengths: Good verbal skills.<br><br>Weaknesses: Insuffience programming experience.<br>No knowledge of required software.   | QU           | H    | Male   |

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair, Search Committee

This action is required pursuant to Federal and Western Kentucky University Regulations on Affirmative Action / Equal Opportunity.  
This form is to be completed for all available postitions.



Part II - Summary of the Affirmative Action Process  
Assuring Equal Employment Opportunity

Form 3 Part II

Requisition Number: S9000  
Position Number: 999012

Candidate Recommended: Jane Doe

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

Position Information:

|                       |                                 |                       |                        |
|-----------------------|---------------------------------|-----------------------|------------------------|
| Department:           | Admin. Systems and Applications | Organization Number:  | 290501                 |
| Position Title:       | MN PNF 09                       | Employment Terms:     | Staff Exempt-Full Time |
| Position Class/Title: | Application/Prgrmr Analyst II   | Position Status:      | Open                   |
| Position Number:      | 999012                          | Position Status Date: | 04/01/2008             |

Hiring Status of Candidates by Administrator of Initiating Unit

OF = Selected OI = Offered Identical Position OR = Offer Rejected PE = Previous Employee Ineligible for Rehire

| Name     | Strengths and Weaknesses for all interviews<br>(related to the advertised position and stated job requirements.)            | Final Status | Race | Gender |
|----------|---|--------------|------|--------|
| Jane Doe | Strengths: Has extensive programming experience<br>Good verbal and written skills<br>Has experince in software used at WKU. | Selected     | W    | Female |

**Have Endorsed:**

Chair, Search Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head / Dir.: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

EO/AA/ADA Director: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If the Administrator of Initiating Unit is someone other than the Dept. Head/Director, please note title of person signing.*  
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