



Emory University  
**JOB SEARCH REPORT**

Please submit this report to the Provost Office via email to [david.goetsch@emory.edu](mailto:david.goetsch@emory.edu) when you have a short list of candidates to recommend for an interview.

1. School/ Department/Program Name \_\_\_\_\_

2. Job Title \_\_\_\_\_ Vacancy # \_\_\_\_\_

3. Application deadline or “review begins” date (*check which one used*)  
Date: \_\_\_\_\_

4. Describe the composition of your **Department or School**. List the percent of regular (tenured, tenure- track and lecture-track) faculty. (**Refer to your AAP plan**)  
Is this Search Tenure line \_\_\_\_\_ or Non-Tenured \_\_\_\_\_?

Percent \_\_\_\_\_% Female \_\_\_\_\_% Male

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Black/African American (Not Hispanic or Latino)

\_\_\_\_\_ White (Not Hispanic or Latino) \_\_\_\_\_ Native Hawaiian/Pacific Islander (Not Hispanic or Latino)

\_\_\_\_\_ Asian (Not Hispanic or Latino) \_\_\_\_\_ American Indian/Alaskan Native (Not Hispanic or Latino)

\_\_\_\_\_ Two or More Races (Not Hispanic or Latino)

5. Availability Pool (*obtain from the Department of Equity and Inclusion or Refer to your AAP Plan*)

Percent: \_\_\_\_\_% Female \_\_\_\_\_% Male

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Black/African American (Not Hispanic or Latino)

\_\_\_\_\_ White (Not Hispanic or Latino) \_\_\_\_\_ Native Hawaiian/Pacific Islander (Not Hispanic or Latino)

\_\_\_\_\_ Asian (Not Hispanic or Latino) \_\_\_\_\_ American Indian/Alaskan Native (Not Hispanic or Latino)

\_\_\_\_\_ Two or More Races (Not Hispanic or Latino)

6. Applicant Pool (*obtain from Department of Equity and Inclusion’s Report - Self-ID results*).

\_\_\_\_\_ Total Number of Returned Self-Identification Forms

Percent: \_\_\_\_\_% Female \_\_\_\_\_% Male

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Black/African American (Not Hispanic or Latino)

\_\_\_\_\_ White (Not Hispanic or Latino) \_\_\_\_\_ Native Hawaiian/Pacific Islander (Not Hispanic or Latino)

\_\_\_\_\_ Asian (Not Hispanic or Latino) \_\_\_\_\_ American Indian/Alaskan Native (Not Hispanic or Latino)

\_\_\_\_\_ Two or More Races (Not Hispanic or Latino)

7. Names of candidates recommended for interview.

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

8. \*As an addendum **on a separate page**, please provide the reason you chose these candidates among all applications received. In addition, please explain whether these candidates are in a ranked order – or have been ranked in anyway

9. Please describe the composition of your short-listed candidates. You may contact DEI for this anonymized information by providing the names of you short-listed candidates. Alternatively, if you short-listed candidates have self-identified their sex/gender and/or race/ethnicity through their cover letter, diversity statement, or long-list interview process, you may include this information here.

_____ Female	_____ Male	_____ Total Number of Candidates
_____ Hispanic or Latino	_____ Black/African American (Not Hispanic or Latino)	
_____ White (Not Hispanic or Latino)	_____ Native Hawaiian/Pacific Islander (Not Hispanic or Latino)	
_____ Asian (Not Hispanic or Latino)	_____ American Indian/Alaskan Native (Not Hispanic or Latino)	
_____ Two or More Races (Not Hispanic or Latino)		

Refer to your AAP Plans. Is there a hiring goal for women? \_\_\_\_\_ Minorities? \_\_\_\_\_

10. \*Copies of all advertisements, as indicated on the Recruitment Plan - showing placement (in print or web link). ***Please provide copies of the advertisements as they appeared in publications, whether print publications, web publications, or email listservs.***

11. Offer a narrative on the committee and department's initiative and outreach for women, minorities, veterans, and those with Disabilities

**Attachments:**

I. Advertisements:

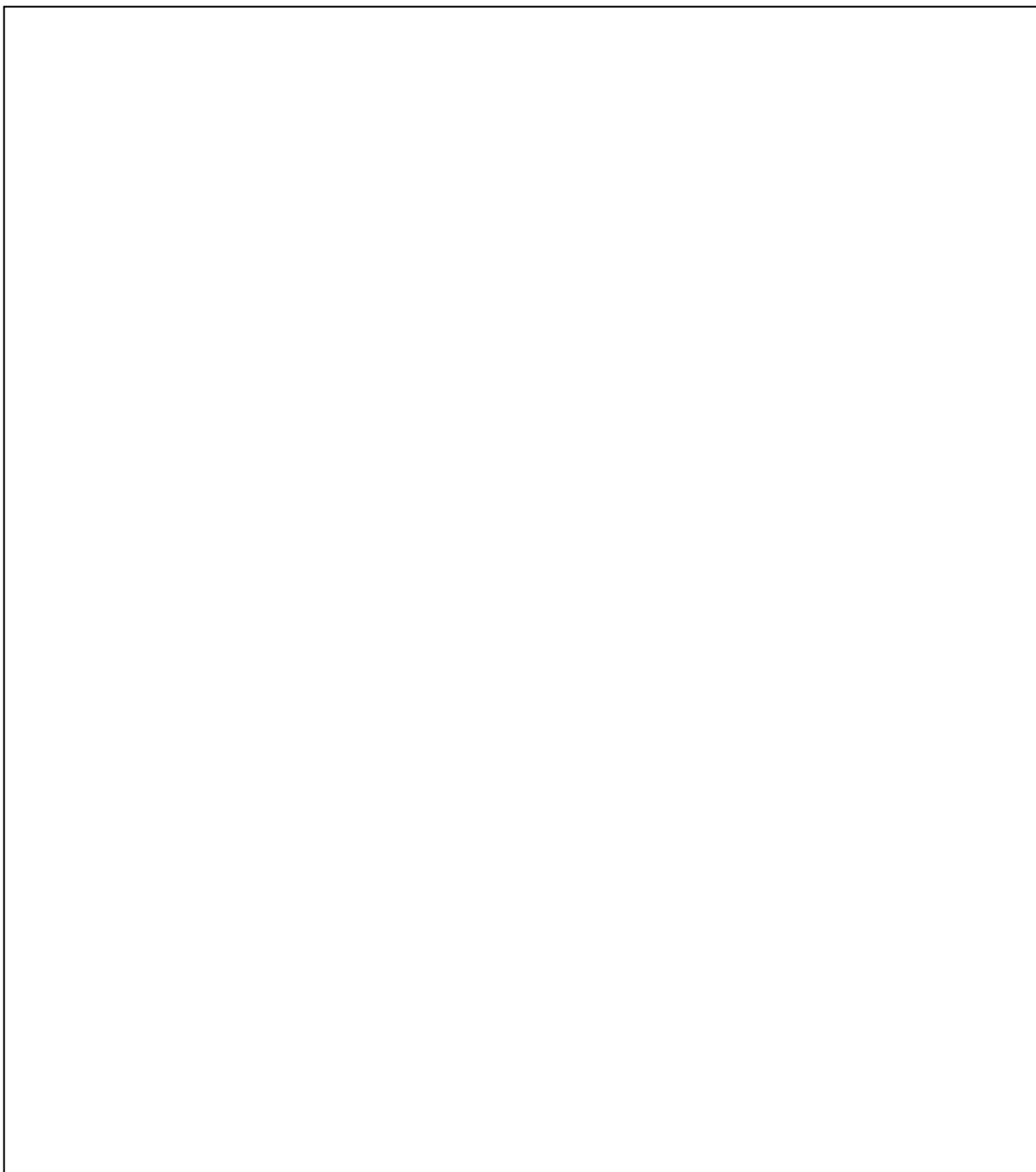
If you are unable to add advertisements below, please include them at the end of the form as a separate attachment.

A large, empty rectangular box with a thin black border, intended for the user to list or describe advertisements. The box is currently blank.

**Attachments:**

II. Search Chair Narrative on All Finalist

Please add additional comments to include committee feedback on the success of the search. This to include for the next search committee processes or areas that could have been conducted differently. Share resources and talent pipeline efforts that can be carried over to the next search.

A large, empty rectangular box with a thin black border, intended for the search chair to provide a narrative on all finalists. The box occupies the lower two-thirds of the page.

Where there is a hiring goal for women and/or minorities the committee will submit to the **Department of Equity and Inclusion** the name of the selected finalist for approval.

Name \_\_\_\_\_

Please include, in the event the finalist withdraws or that the offer is rescinded, the names of potential candidates that would receive offers, (If known)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Report Submitted by:

**Chair of Search Committee**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**Chair of Department**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**Person Completing this Report**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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**Provost Office Use Only**

Action required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Vice Provost Academic Affairs