

***Emerson College***  
***Office of Academic Affairs***  
***Information Sheet for Searches***

Department:

Search Position Number and Title:

Names of Search Committee Members:

Ad Placement Locations:

Additional Networking:

Number of Applications Received:

Number of minority candidates based on Race and Ethnicity:

Number suggested from Responses back to HR:

Number as suggested by resumes received:

If the Search Committee is not requesting minority applicants be considered in the interview pool, please list each applicant's name and the reason that the Search Committee is not requesting an interview. An explanation is needed for each minority applicant. Use the back of this form for explanations.

Search Chair \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Authorization for Interviews: \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature

Authorization : \_\_\_\_\_ Date: \_\_\_\_\_