

UNIVERSITY OF MARYLAND  
 CENTER FOR ENVIRONMENTAL SCIENCE (UMCES)  
 Office of Human Resources  
**AFFIRMATIVE ACTION RECRUITMENT SUMMARY**

Position: \_\_\_\_\_ Date \_\_\_\_\_  
 UMCES Location: \_\_\_\_\_  
 Lab Director or PI: \_\_\_\_\_

1. Advertising Media:

A. List newspapers or other publications used and dates advertisement for position was published.  
 Attach copy of ad.

<u>Publication</u>	<u>Date</u>	<u>Publication</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____

B. List other area institutions and/or locations where employment opportunity was listed or posted.  
 NOTE: Position must be listed with MD State Employment Security Administration

<u>Location</u>	<u>Date</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____

2. Respondent Data: Indicate number of persons, by category and gender, responding to advertisement or other notice or publication.

Race/Ethnic Category	Male	Female	Gender Unknown	Total
01.. American Indian				
02.. Black				
03.. Asian-Oriental				
04.. Spanish surnamed				
05.. White				
06.. Other				
07.. Unknown (racial or ethic)				
Total Respondents				

3. Interview Data: Indicate number of persons by category and gender, who were interviewed for this position

Race/Ethnic Category	Male	Female	Total .
01.. American Indian			
02.. Black			
03.. Asian-Oriental			
04.. Spanish surnamed			
05.. White			
06.. Other			
07.. Unknown (racial or ethic)			
Total Interviewed			

Number of:  
 1) handicapped \_\_\_\_\_  
 2) veterans \_\_\_\_\_  
 interviewed for position

4. Applicant selected for position: Race/Ethnic Category \_\_\_\_\_; Gender-Male \_\_\_\_\_, Female \_\_\_\_\_