

**THE CITY UNIVERSITY OF NEW YORK  
AFFIRMATIVE ACTION CERTIFICATION**

**GRADUATE SCHOOL AND UNIVERSITY CENTER**

The Affirmative Action Program of The City University of New York mandates that equal opportunity be afforded to all qualified persons when positions are available. Accordingly, good-faith efforts must be made to encourage women, minorities, veterans, and persons with disabilities to apply for available vacant positions.

**IF THE PROPOSED CANDIDATE IS BEING PRESENTED FOR RECLASSIFICATION OR A SUBSTITUTE POSITION, COMPLETE ONLY THE CERTIFICATION (SECTION C).**

**SECTION A: RECRUITMENT PLAN CERTIFICATION**

\_\_\_\_\_ Of \_\_\_\_\_  
**Chair/Director or Responsible College Officer** **Department/Office**

For the position of \_\_\_\_\_  
**Bylaw/Functional Title of Position** **Job Identification/ Notice No.**  
**(When Issued)**

\_\_\_\_\_ **Chief Diversity Officer's Signature** \_\_\_\_\_ **Date**

**SECTION B: SEARCH PROCEDURES DOCUMENTATION**

Federal and University regulations require documentation of recruitment efforts. The following information is to be submitted with all documents required for the appointment of a candidate.

**PART I**

1. List sources (CUNY postings, newspapers, journals, organizations, etc.) that were used to recruit candidates for this position.


2. **TOTAL** number of applicants received: \_\_\_\_\_ **Male:** \_\_\_\_\_ **Female:** \_\_\_\_\_ **Unknown:** \_\_\_\_\_

Prior to candidates being interviewed for the position, the Chief Diversity Officer must review the applicant pool to assure that the pool is appropriate regarding the representation of protected groups.

I certify the applicant pool for this position is found to be adequate.

\_\_\_\_\_ **Chief Diversity Officer's Initials** \_\_\_\_\_ **Date**

**PART II**

1. **TOTAL** number of candidates interviewed: \_\_\_\_\_ **Male:** \_\_\_\_\_ **Female:** \_\_\_\_\_ **Unknown:** \_\_\_\_\_

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

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

Salary offered to 1<sup>st</sup> candidate: \_\_\_\_\_

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

Salary offered to 2<sup>nd</sup> candidate: \_\_\_\_\_

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

\_\_\_\_\_

5. Names of other candidates interviewed but not offered the position:

_____	_____
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<b>Name and Signature of Responsible College Officer (Head of Office/Director/Dean)</b>	<b>Department/Office</b>	<b>Date</b>
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<b>Signature of Chief Diversity Officer</b>	<b>Date</b>
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<b>Signature of the President/Designee</b>	<b>Date</b>
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**REGULATIONS REQUIRE THE RETENTION OF ALL SUPPORTING DOCUMENTS, INCLUDING RESUMES OF APPLICANTS, FOR AT LEAST THREE (3) YEARS.**