

KENYON COLLEGE
Exempt Administrative Staff
HIRING REPORT I

Approximately 30 days prior to the application deadline, please complete and send this report to the Equal Opportunity Officer. Use additional sheets as necessary.

1. Department _____

2. Position Opening _____

3. Members of the Search Committee _____

4. List of publications in which the ad has been placed and how often it appeared:

a. _____

b. _____

c. _____

5. List the places to which job descriptions/or requests for nominations were sent (if applicable).

a. _____

b. _____

c. _____

6. Names and titles of individuals contacted directly by letter, phone, or e-mail to solicit nominations (when applicable).

a. _____

b. _____

c. _____

→

7. Describe any special efforts to identify under-represented candidates:

8. Brief description of the screening process prior to the selection of the top ten candidates (e.g., were phone interviews conducted; were there interviews at professional meetings? etc.)

Signature

Date