

The summary reviews the search process before finalists are interviewed. Approval authorized the unit to hire any of the names appearing on the finalist list without further review by OAE. No interviews may be conducted of candidates for any academic or professional appointment for 50 percent or more time until the procedures on this form have been approved by a campus affirmative action officer. Human Resources will process appointment papers only if name of appointee appears as a finalist or the search has been waived.

EEO/AA Job Code No. **08-06-75-3930**

Coll/Dept. Code **3930 (JobId. #12595)**

Should reflect a future date, preferably 2 weeks after date of submittal.

Position Title/Rank Project Coordinator Department Medicine/Geriatrics

Proposed Salary or Salary Range 40,000 – 50,000 Tenure Symbol N Proposed Appointment Date 7/1/03

A. Specify any changes in the search process (i.e., advertising content or dates, search committee, number of hires) that may have occurred since submitting the Position Notice.

B. Total number of applicants for this position: 21

These numbers reflect the total number of all applicants, not just those who qualify.

Male 10 Female 10 Unknown 1

All applicants have been sent EEO Information Request form and statements informing them of their rights under the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974? Yes x No     

C. Naming the Finalist Candidate Pool.

List all qualifying candidates you wish to interview.

Name	FINALIST			Highest Degree	Recruitment Source	Hire (s)*		
	Gender	Race/Ethnic				Gender	Race/Ethnic	Salary
Dennis Miller	M	W		MD	UIC News			
Britney Spears	F	W		BS	Chicago Tribune			
Janet Jackson	F	B		MS	Chicago Tribune			
Brad Pitt	M	W		BS	Employment Center			
Jennifer Lopez	F	Hispanic		BS	Unk			
Sambo Posey	Unk	Unk		PHD	Personal Referral			

DOM-HR will complete this section once a candidate(s) has been selected.

D. Why were these finalists selected? Specify experience, publications, expertise, and specialty. Attach additional sheets if necessary.

*All candidates met minimum qualifications and education.*

DOM-HR will fill in this section.

Additional names can be attached if the candidates meet criteria for selection. If the unit cannot hire from the list of approved finalists, OAE review of other finalist must be sought.

E. Provide copies of all advertisements or job listings.

F. Enclose two signed (2) copies of this form.

### APPROVAL SIGNATURES

Dept. Head/Director

Date

Academic Search Coordinator

Date

Dean/Administrative officer

Date

Campus Affirmative Action Officer

Date

**\*After final selection, please indicate candidate (s) hired in shaded left column and send information copy to OAE.**