

ILLINOIS EASTERN COMMUNITY COLLEGES

Affirmative Action Recruitment Report

Position Title: _____

College: _____

How was the position advertised: ___ Internally ___ Externally

How many applications were received? _____

Provide the following information for each candidate interviewed but not selected:

Name	Interview Date	Reason for Rejection after Interviewing

Provide the following information about the candidate recommended for hire:

Name	Interview Date

Check appropriate box: ___ Present Employee ___ New Hire

4/1/2015

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Candidate Evaluation Form

This form should be completed by the Chairperson of the Screening and Interview Committee.

Candidate Name: _____

College/Department: _____

Position: _____

Interview Date: _____

Educational Preparation: _____ Exceeds required qualifications
 _____ Meets required qualifications
 _____ Does not meet required qualifications

Work Experience: _____ Exceeds required qualifications
 _____ Meets required qualifications
 _____ Does not meet required qualifications

Relevant skills and experience: _____

Signature: _____

Date: _____