

Memorandum: Affirmative Action Information

DATE: _____

TO: Senior Vice Provost & Provost /Senior Vice President

FROM: Department of _____

SUBJECT: Affirmative Action Information Position (T#) Number: _____

On _____, 20 _____, this department selected

_____ (name) to fill the position of

_____ (rank).

Total number of applicants for this position: _____

This position was offered to and rejected by the following applicants:

NAME

REASON FOR REJECTION BY APPLICANTS

SUBMIT COMPLETED FORM TO HR TALENT ACQUISITION OFFICE