

To: Appointing Authority  
Chair, Search Committee

From: Barbara J. Milton  
Director, Equal Opportunity, Affirmative Action and Diversity

**Re: Affirmative Action Reporting Requirements**

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Please note the "V#" for this position and include it on the Affirmative Action Recruitment Report that you send to the Equal Opportunity/Affirmative Action Office, as well as on any other correspondence related to this position vacancy. Affirmative Action recruitment forms can be accessed from the following link: <http://www.montclair.edu/HR/forms/aaforms.html> .

1. Affirmative Action Recruitment Report, Part 1 (blue form) names the Search Committee members and lists the advertising used to announce this position vacancy.
2. Affirmative Action Recruitment Report, Part 2 (green form) should be filed after the search committee has completed all interviews.
3. Affirmative Action Recruitment Report, Part 3 (pink form) should be sent to the EO/AAO soon after the application review process has concluded. This report helps us to evaluate the applicant pool to see if it included race and gender diversity. **Please note that you are responsible for sending copies of all three reports to those listed on the bottom of the forms.**
4. All applicants should receive a letter acknowledging receipt of their resume. (See attached sample letter). The letter should include the following link to the Candidate Information Form. <https://surveys.montclair.edu/survey/entry.jsp?id=1300304282282>
5. Montclair State's Policy Statement on Interviewing Internal Candidates calls for all full-time employees who meet the basic qualifications for the position to be interviewed by the search committee.
6. I would like to receive a copy of the screening instrument that will be used to evaluate the applicants, as well as a copy of the job-related questions each applicant will be asked during the interview.
7. Under the current interpretation of Montclair State's Policy and Guidelines on Search Committees, the appointing authority can play as important a role in the recruitment process as deemed appropriate, but does not vote with the search committee. That policy document also includes reference to the confidentiality of the search process and how to proceed if there is a potential conflict of interest due to a close relationship of a committee member to an applicant. **Please note that EO/AA policies and guidelines for search committees can be found at the following website:**

<http://www.montclair.edu/HR/EEOAAPROCEDURES.HTML>.

8. I ask that you and the search committee be mindful of the target populations for affirmative action (minorities and females) in your deliberations.
9. I trust that each member of the search committee will read each application.
10. All records pertaining to this search must be retained for three years.

Please feel free to call me if you have any questions. Thank you and members of the search committee for your cooperation in adhering to the Montclair State University's EO/AA recruitment procedures.

BJM:m

## Sample Letter

Dear

We have received your resume for the position of \_\_\_\_\_ at Montclair State University.

The search committee has just begun the process of screening and reviewing applications. Once that process is completed, those candidates who are selected for an interview will receive further notification.

In order to monitor and evaluate the University's recruitment efforts, I ask that you please complete the requested information on the Candidate Information Form that can be accessed from the following link:  
<https://surveys.montclair.edu/survey/entry.jsp?id=1300304282282>.

Best wishes, and thank you for your interest in employment at Montclair State University.

Sincerely,