**Affirmative Action form for Research Appointments**

**SEARCH PROCEDURE**

Please include a description of the steps taken to identify women and minority candidates as well as a copy of the ad. Ad copies and descriptions of search processes will be accepted via e-mail or as hard copies included with the appointment materials as appointments can not be finalized without this information. If no search was conducted please indicate the need for an exception of this requirement. Exceptions will **only** be granted if the candidate meets one of the criteria outlined below.

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| **Name of Applicant** | **Gender** | **Ethnicity** | **Date of App.** | **Interviewed by PI via phone or e-mail? (Y/N)** | **Interview by PI in person (Y/N)** | **Reviewed by PI (Y/N)** | **Names of PI or other Harvard selectors** | **Hired (Y/N)** | **Date of Offer** | **Date Hired (if applicable)** | **Reason Not Hired (see list below)** |
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**Search exemption criteria: Ethnicity Identification Key: Reason not hired:**

1. The appointment is without salary. 1. White 1. Did not submit complete application.
2. The appointee is paid through a fellowship awarded directly to the fellow. 2. Black 2. Did not submit timely application.
3. Non-renewable employee postdoc appointments. 3. Hispanic 3. Withdrew from consideration.
4. The appointee has moved to Harvard as part of an ongoing research 4. Asian/Pacific Islander 4. Declined offer.

team under supervision of a newly-appointed ladder or senior faculty member. 5. American Indian 5. Accepted after position filled.

1. The appointee is being transferred from unpaid to paid. 6. Other minority 7. Lacks basic qualifications.
2. No search is required when appointment to Research Associate rank is a 7. Unknown 8. Ineligible for hire.

promotion from an internal postdoc position. 9. Subject area less relevant to position.

1. An individual continuing research that was conducted as a graduate student. **NOTE**: Foreign national citizenship status is distinct from 10. Work experience less relevant.

 ethnicity. Assign ethnicity to each applicant. 11. Quality of work submitted not sufficient.

 12. Quality of references not sufficient.

1. Less experienced than other candidates.
2. Not best qualified (use only for finalists).

**Signature of hiring officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAS/EEO Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**