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## Affirmative Action Effort Report for Research Foundation Payroll

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Please submit three copies to the Affirmative Action Office. One copy will be sent to both the Research Foundation Office, and the project director's office.

**(NOTE: This is a two-sided form)**

Date:

From: \_\_\_\_\_, Project Director

(Name)

(Title)

(Department)

(Research Foundation Project Number)

Title of Position Being Filled:

Salary: \$

Effective Date:

1. Please complete the following:

Total Applicants

Interviewed

Male

Female

Male

Female

Black (Non-Hispanic Origin)

Hispanic (Mexican, Puerto Rican,  
Cuban, South American, or other  
Spanish culture or origin)

American Indian or Alaskan Native

Asian or Pacific Islander

White (Non-Hispanic Origin)

Non – Citizen

2. Name of the person to be hired:

Gender:

3. Racial / Ethnic Category of the person to be hired:  
(use category listed in 1)

4. Is the person to be hired a Vietnam Veteran?

Yes

No

Unknown

5. From which of the following areas was this individual recruited?

Binghamton/Broome County

Elsewhere in NY State

Outside NY State

6. Please attach the individual's resume.

7. If the person to be hired is not a woman, please indicate the difficulties you encountered which prevented you from choosing a woman.

If the person is not a member of a minority group, please indicate the difficulties you encountered which prevented you from choosing a minority person for the position.

8. Approved, with no further suggestions.

Approved, if the following suggestions are incorporated:

**Assistant to the President for Affirmative Action**

**Date**