

**SEARCH AND SCREEN MEETING REQUEST**

Date of Request: \_\_\_\_\_ Contact: \_\_\_\_\_

EOP Staff Member Assigned: \_\_\_\_\_

Committee **Chairperson**: \_\_\_\_\_

Chairperson's Phone Number: \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Check one: \_\_\_\_\_ University Park \_\_\_\_\_ North Campus \_\_\_\_\_ CEAS

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Check one: \_\_\_\_\_ Faculty, \_\_\_\_\_ A.&P.

Underrepresentation (check one): \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, check one: \_\_\_\_\_ Female, \_\_\_\_\_ Black

\_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Native American

Is this the first committee meeting (check one)? \_\_\_\_\_ YES, \_\_\_\_\_ NO

Attendance request was received by (check one): \_\_\_\_\_ telephone,

\_\_\_\_\_ memorandum. **If by memorandum, attach copy.**

Was the position vacancy announcement (PVA) approved (check one)? \_\_\_\_\_ YES

\_\_\_\_\_ NO. **If so, attach copy**

Is a search firm being used for this position? \_\_\_\_\_ YES

\_\_\_\_\_ NO. **If yes, name of firm.**

C: Bennie L. Osborne, Director  
Equal Opportunity Programs