



Equal Opportunity Office
Northern Michigan University
1401 Presque Isle Avenue
Marquette, MI 49855-5301
Phone: (906) 227-2420
Fax: (906) 227-2334

NON-ACADEMIC POSITION

DATE:
TO: , Search Committee Chair
FROM: Janet L. Koski, Equal Opportunity
SUBJECT: Position Name:
Job Action #:
Department Name:

To assist in helping the University meet its federal affirmative action requirements, the following forms are attached for your use in filling the position noted above:

- Required Applicant Data Spreadsheet
- Authorization to Interview Form
- Final Hiring Report

To enable us to collect the data required by new federal regulations, please complete the "Required Applicant Data" sheet. Please provide it via email to jakoski@nmu.edu when you submit the Authorization to Interview Form. Please note many of the fields on the sheet have already been completed for your convenience.

Each applicant will find and complete the EEO Self-Disclosure Form (along with Employment Application) on the Human Resources website. The self-disclosure form is e-mailed by the applicant directly to the Equal Opportunity Office. **Prior to the application deadline and before completing the Authorization to Interview Form, please call this office for a summary count of the racial/ethnic data recorded on these forms.**

Prior to inviting the candidates on campus for an interview, the completion of the Authorization to Interview Form is required. Please forward it to the Equal Opportunity Office for review and approval. **Remember to attach a list of those individuals from the applicant pool who were not granted an interview and the reason(s) why.** The Final Hiring Report needs to be completed and forwarded to this office for approval before extending an employment offer.

Please visit our website at <http://webb.nmu.edu/EqualOpportunity/index.shtml> and refer to the "Hiring Checklist" to assist you with the steps involved in the hiring process. Thank you for your assistance in complying with these procedures. If you have any questions, please call the Equal Opportunity Office at 227-2420.

Attachments

Updated 5/28/08