

AFFIRMATIVE EEO EFFORTS SUMMARY REPORT

1. POSITION TITLE:		SERIES/GRADE:	DIVISION, OFFICE PROGRAM	
2. REVIEW BY LOCAL MANAGEMENT				
Name:		Title:	Date:	
3. RESULTS/JUSTIFICATION OF REVIEW (ITEM 2.) COULD POSITION BE STRUCTURED OR FILLED AT A LOWER GRADE?				
4. CLASSIFICATION BY SERVICING PERSONNEL OFFICE/POSITION CLASSIFIED BY:				
Name:		Title:	Date:	
5. Vacancy Announcement History	EEO#	Announcement#	Date Opened:	Date Closed:
6. MINORITY/FEMALE CANDIDATE SEARCH EFFORT SUMMARY				
	Letters Sent		Personal Contacts	
	Colleges/Universities		Describe:	
	Job Centers			
	Minority/Women Groups			
	Professional Organizations			
	Other			
7. Applicants		Candidates referred for selection		
	Minority Males		Q Minority Males	
	Non-Minority Males		Q Non-Minority Males	
	Minority Women		Q Minority Women	
	Non-Minority Women		Q Non-Minority Women	
	Unknown		Q Unknown	
	Total Applicants		Total Candidates	
8. SELECTING OFFICIAL NAME:		TITLE:	RECOMMENDATION FOR SELECTION:	

9. SPECIAL RECRUITMENT EFFORTS TO LOCATE AND/OR INCLUDE MINORITIES AND FEMALES

A. MANAGER SUPERVISION ACTIONS:

B. EEO COORDINATOR AND/OR FOCAL POINTS OF MPE'S

C. PERSONNEL OFFICE ACTIONS:

10. SIGNATURE OF MANAGER/SUPERVISOR,
EMPLOYING OFFICE

SIGNATURE OF SERVICING PERSONNEL
REPRESENTATIVE

