



Staff Affirmative Action Compliance Form Checklist

GUIDELINES

- See Compliance Officer Handbook: https://oaaeop.upenn.edu/sites/default/files/AACO_handbook.pdf
- See Hiring Officer Handbook: <http://www.hr.upenn.edu/recruitment/hiringofficer/default.asp>

STAFF AFFIRMATIVE ACTION COMPLIANCE FORM

- Type in the following fields based on your HR-1
 - o Job Title
 - o Indicate if the job is Part-time or Full-time
 - o Reference Number (Reference No.)
 - o School/ Center
 - o Job Class Number (Job Class No.)
 - o Department
 - o Department Number (Department No.)
 - o Hiring Officer
- I. POST AND SEARCH INFORMATION**
 - o Please indicate where your position was advertised in addition to the Human Resources website. e.g. Hispanic Outlook, Diversity
 - o Attach a copy of this advertisement
- II. APPLICANTS INTERVIEWED**
 - o Indicate Total Number of Applications Received (number should match total number of applicants from Human Resources website)
 - o Indicate Total Number of Applicants Interviewed
 - o **Do Not Write** in Gray Shaded Areas (Affirmative Action Compliance Officers only)
 - o Fill in grid for Name, Race, Sex, Interview Method and Reason (using codes on the back of the compliance form)
 - o Please provide a brief explanation for selection of Recommended Applicant
- III. AUTHORIZING SIGNATURES**
 - o Sign and date the form - this indicates that a good faith effort search was conducted.
- IV. APPLICANT POOL DATA FROM SEARCH FIRM**
 - o Fill in grid only if a search firm was used.
- Forward the following to your Affirmative Action Compliance Officer**
 - o Completed Compliance Form: https://oaaeop.upenn.edu/sites/default/files/online_AACF_2018.pdf
 - o Completed Staff Affirmative Action Compliance Form Checklist
 - o Job Description/ HR-1 (for application comparison)
 - o Salary/ Start Authorization Request Form:
<http://www.hr.upenn.edu/Recruitment/RecruitmentForms/>
 - o Signed Online Application of recommended applicant
 - o Two (2) resumes for Recommended Applicant
 - Two (2) Reference Checks:
<https://www.hr.upenn.edu/policies-and-procedures/policy-manual/recruitment-and-staffing/staff-requisitioning-recruitment-selection-reference-checks-employment-offer-and-offer-letters>
 - One of the references **MUST** be from the applicant's current supervisor listed on the signed application
 - If reference checks are not completed prior to the applicant accepting the position, please include a draft letter offering the position contingent upon a satisfactory reference from applicant's current supervisor

If you have any questions, please contact your Affirmative Action Compliance Officer. Thank you.