

Use this instruction guide for

- ✓ Assistance with completing the UF Faculty Compliance Report, which is required to complete the hiring process for faculty positions that do not require applicants to apply through GatorJobs.

UF Faculty Compliance Report

Navigation

Navigate to the Human Resource Services Website at **www.hr.ufl.edu > Equity & Diversity > Publications > Faculty Compliance Report.** (<http://www.hr.ufl.edu/eo/publications.htm>)

To enter data for the Report

- ▶ Enter the **Job Requisition Number.**
- ▶ Enter the **Job Position Number**
- ▶ Enter the **College** and **Department**

Part A – List of top 3-5 Applicants

- ▶ Enter names (Last, First, MI)
- ▶ Check the box(es) next to those applicant(s) to whom an offer was made
- ▶ Enter each applicant's racial/ethnic group
- ▶ Enter each applicant's gender
- ▶ Check the 'Hired' box next to the applicant hired for the position

Part B – Qualified Applicants

Indicate how many **qualified applicants** are in each racial/ethnic group using the definitions below.

Part C – Applicants Interviewed

Indicate the number of **applicants interviewed** in each racial/ethnic group using the definitions below.

The university may obtain the race/ethnic identity of employees either by request or employment records. Keeping post-employment records of the race/ethnic identity of employees is legal under federal and state law.

- **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliations or community recognition.
- **Asian** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Malaysia and Pakistan.
- **Black or African American** (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa
- **Hispanic or Latino** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Multiple Race/Ethnicities** – All persons having multiple origins.
- **Hawaiian or Other Pacific Islander** – All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Part D – Justification for Selected Applicant

Provide the reason(s) you selected the candidate hired

Part E – If Applicant Declines Offer

If applicant declines offer, state reasons for declination

Part F – Reason for Rejecting Applicants Who Were Interviewed

List the reason for rejecting applicants who were interviewed but not selected (enter the name and reason for rejection for each candidate interviewed).

Part G – Hiring Data

Enter the Hiring Data:

- ▶ Appointment Salary
- ▶ Appointment Title
- ▶ Date of Acceptance
- ▶ Effective Date of Employment

You have now entered all data required for the report. Print the report.

Part H - Approvals

Obtain the requested signatures:

- ▶ Equity Officer
- ▶ Dean
- ▶ Department Chair/Hiring Authority

Forward report with original signatures to:

Office of Institutional Equity & Diversity
Human Resource Services
PO Box 115010
903 West University Avenue

Additional Help

Office of Institutional Equity & Diversity

Tel: 352-392-1075

Email: eeo@ufl.edu

Website: <http://www.hr.ufl.edu/eeo/default.htm>