



Academic Unit _____ VP's Reference # _____

Position Title and Rank _____

Status of the Position:

Tenure Track Term Duration _____

Total Number of Applicants _____ Total Number of Self-Identification Forms Returned _____

Please list the names of search committee members. Please identify the target group member.

Where was the position advertised?

Please indicate efforts made to attract target group members.

Please list short-listed candidates. Include the target group membership information provided by the applicant. Please confirm that each candidate is legally entitled to work in Canada.

	Name	This candidate did not self-identify	Equity Self-identification Profile				Yes, this candidate is legally entitled to work in Canada
			Gender	Visible Minority	Aboriginal	Person with a Disability	
1							
2							
3							
4							
5							

If this short-list contains candidates who are not legally entitled to work in Canada, please provide an explanation. Please note, as per Article 7.18A, candidates who are legally entitled to work in Canada must be considered first.

Please explain how the short-list was determined and its ranking (if any). Attach all relevant documentation.

For each of the candidates who self-identified as target group members but were not placed on the short-list, please explain why that candidate is not substantially equal to those who are short-listed. Attach additional information, if desired.

Signature, Chair of the Search Committee

Extension #

Date

To be completed by the Head of the Academic Unit:

Is the short-list consistent with your unit's employment equity strategy? If so, how? If not, please explain.

Signature, Head of the Academic Unit

Extension #

Date