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Office of Equity Opportunity, Access & Title IX Coordination | Box 1025 | Edwardsville, IL 62026 | Phone 618.650.2333 | Fax 618.650.2270

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**Purpose:** Southern Illinois University Edwardsville is dedicated to the promotion of diversity and inclusion within society. Starting at home, diversifying our campus community is central to the University’s mission, values, and strategic goals. Upon signing this form, email it to [jball@siue.edu](mailto:jball@siue.edu)

**BASIC INFORMATION**

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**Posting Title:** \_\_\_\_\_ **Initiator:** \_\_\_\_\_

**Hiring Manager:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**RECRUITMENT SOURCES**

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Provide a summary outlining how you plan to meet this placement goal, including recruiting resources you intend to use to attract a diverse applicant pool, including women, minorities, protected veterans, and people with disabilities, by 2 weeks from \_\_\_\_\_.

**SEARCH COMMITTEE**

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Establish a Search Committee that includes women and minorities, even if you have to go outside your unit to do so. If you need assistance in this area, please contact the Office of Equity, Access & Title IX Coordination (EOA). Provide EOA with a list of committee members that includes the name, race, and gender of each member by 2 weeks from \_\_\_\_\_. If the committee is larger than 7 members, please attach them to this form.

Name	eID	Race	Gender	EOA Trained

I would like an Equity Advisor assigned to this requisition.

**SIGNATURES**

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**Hiring Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EOA OFFICE**

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**Goal-oriented:**    Yes    No

**Equity Advisor:** \_\_\_\_\_

**EOA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_