

This Form must be approved by the Graduate College prior to extending an offer.

OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY  
FORM F POSTDOCTORAL SCHOLAR  
PERMISSION TO OFFER POSITION  
To Accompany Draft Offer Letter

POSITION CODE \_\_\_\_\_

COLLEGE/DEPARTMENT \_\_\_\_\_ DEPT. No. \_\_\_\_\_

PERSON SELECTED FOR HIRE \_\_\_\_\_ ORG No. \_\_\_\_\_

DATE OF POSITION ANNOUNCEMENT \_\_\_\_\_ DATE OF FINAL SELECTION \_\_\_\_\_

PREFERRED STARTING DATE \_\_\_\_\_ LENGTH OF APPOINTMENT \_\_\_\_\_

ANNUAL BASE SALARY TO BE OFFERED \$ \_\_\_\_\_ % OF TIME \_\_\_\_\_

CANDIDATE MUST SHOW PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES WITHIN 3 DAYS OF HIRE. CURRENT UNIVERSITY EMPLOYEE YES  NO

PLEASE CHECK THE RECRUITING ACTIVITIES USED IN THIS SEARCH:

- \_\_\_\_ 1. Placed advertisements in appropriate journals, newsletters, and job registries. (Please attach a copy of the position description, list of publications, and copy of the ad.)
- \_\_\_\_ 2. Sent letters to academic departments that might have degree candidates, including women and minorities, who qualify for the position. (Please attach copy of form letter and list of departments.)
- \_\_\_\_ 3. Utilized personal professional contacts to solicit names of potential candidates, including women and minority candidates. (Please attach list of contacts.)
- \_\_\_\_ 4. Contacted potential candidates, including women and minorities, at professional meetings. (Please list professional meetings and dates.)
- \_\_\_\_ 5. Contacted minorities and women who are presently candidates for degrees.
- \_\_\_\_ 6. Consulted professional minority and women directories. (Please name.) \_\_\_\_\_
- \_\_\_\_ 7. Utilized UI Postdoctoral Scholar Database (posted job announcement) Position # \_\_\_\_\_
- \_\_\_\_ 8. Other. (Please specify.) \_\_\_\_\_

NEW HIRE INFORMATION

HOW DID THE SUCCESSFUL CANDIDATE LEARN OF THIS POSITION? (Please check one.)

CHARACTERISTICS OF POOL (Best Estimate - Indicate "NA" if not known)

- \_\_\_\_ 1. Personal contact from academic department.
  - \_\_\_\_ 2. Referral from colleague at outside institution.
  - \_\_\_\_ 3. Contact through conferences/seminars.
  - \_\_\_\_ 4. Internet resources.
  - \_\_\_\_ 5. Advertisement in professional journal, newsletter or job registry.
  - \_\_\_\_ 6. Women/Minority Directories (Please name.) \_\_\_\_\_
  - \_\_\_\_ 7. UI Postdoctoral Scholar Database.
  - \_\_\_\_ 8. Other. (Please specify.) \_\_\_\_\_
  - \_\_\_\_ 9. Not Known.
1. Number of candidates in the Pool \_\_\_\_\_  
2. Number of minorities in Pool \_\_\_\_\_  
3. Number of Women in Pool \_\_\_\_\_

RATIONALE FOR SELECTING THE PREFERRED CANDIDATE, AS COMPARED TO OTHER FINALISTS, INCLUDING YEARS OF RELATED EXPERIENCE. (Please attach curriculum vitae/resume and draft offer letter.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. \_\_\_\_\_ Date \_\_\_\_\_ 2. \_\_\_\_\_ Date \_\_\_\_\_  
Principal Investigator Departmental Executive Officer  
3. \_\_\_\_\_ Date \_\_\_\_\_ 4. \_\_\_\_\_ Date \_\_\_\_\_  
Collegiate Dean Graduate College

Graduate College returns completed Form F to OEED, 202 JH.