

# VIABLE OUTREACH PROCESS REPORT

*\*This is a writable template. Departments may develop and use their own forms for this report. However, all forms must contain the same information and fields as this template. Additional sheets may also be attached if necessary.\**  
(v3)03172008

***Insert Position Title Here***

***Insert College Here***

***Insert Department Here***

**University of Florida**

***Insert Completion Date Here***

***Insert Search Committee Chair Name Here***  
**Chair, Search Committee**

**Approved By:**

**Date:**

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**Senior VP/Dean or Designee**

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**(1) Search Committee Chair Obtained Certification:**

**(2) Search Committee Members:**

Who Obtained Certification:

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Who Did Not Obtain Certification:

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**(3) Advertised in GatorJobs:**

**(1) If Yes, Requisition Number:**

**Position Number:**

**(4) External Advertisement Venues:**

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**(5) Advertisement Venues used to specifically promote diversity:**

**(6) Search committee developed a recruitment strategy:**

If yes, please highlight strategy developed:

If no, please explain why a recruitment strategy was not designed:

**(7) Diversity outreach efforts**

(Examples: Used “List of Five” for nomination letters; included an external diversity advocate on the search committee; underscored diversity through the language used in the position announcement; referred to available databases seeking potential candidates and followed up with prospecting calls to prospective candidates.) Refer to Section G of the Recruitment Compliance Report for more examples.

**(8) List Personal Contacts Made:**

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**(9) Requested Nominations:**

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**(10) Pipeline Issues:**

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