**Applicant Data for Affirmative Action Reporting**

Hiring managers must complete and return this form to the HR contact for this position, in order for the new hire to be registered in Harvard’s payroll.

**Please include the name of the person hired as well as the names of those candidates you interviewed for the job. Resumes not received through the ASPIRE system must be sent with this form. If you need assistance on how to complete this form, please contact the HR Office.**

**Section I: Please provide information on the position**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** **Completed by:** **Req. Number:** **Position Title:** **Dept. :**  | **Name of Candidates Hired** | **Gender**  | **Current****Harvard Employee?** | **Racial Ethnicity***Only required for* *In- person interview.* [Hold down the ctrl key and then **Click here** for descriptions of codes.](https://apps.sph.harvard.edu/publisher/upload/administrative-offices/human-resources/files/codesforaaform.pdf) |
|  | [ ] M [ ] F | [ ] Y [ ] N |  |

**Section II: Please list all other candidates interviewed for this position:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Candidates Interviewed** | **Gender**  |  **Current****Harvard Employee?** | **Interview type** | **Racial Ethnicity***Not required for Phone Screen Only.* [Hold down the ctrl key and then **Click here** for descriptions of codes.](https://apps.sph.harvard.edu/publisher/upload/administrative-offices/human-resources/files/codesforaaform.pdf) | **Reason Not Hired***Pick one option only* | **Resume in ASPIRE?** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.**  | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning" \o "If no, resumes must be forwarded with this form.)  N |
| **2.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **3.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **4.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **5.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **6.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **7.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **8.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **9.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **10.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **11.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **12.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **13.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **14.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **15.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **16.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **17.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **18.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **19.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |
| **20.** | [ ] M [ ] F | [ ] Y [ ] N |  |  |  | [ ] Y [[ ]](#Warning)  N |