

Instructions for Completing the PER-18

1. This form provides data on applicants for statistical reporting as required by Federal law and University policy. This form is completed by the department after the selection process is concluded.
2. **Section I:** Please provide the requested information on the person hired.

Section II: The department or responsible official will provide the name, disposition and origin data for *all applicants*. The first name to appear in this section should be that of the person hired.

3. The five race/ethnic categories are:
White (not of Hispanic Origin) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Black (not of Hispanic Origin) - A person having origins in any of the Black racial groups of Africa.
American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, India, Korea, the Philippine Islands, and Samoa.
4. If you have multiple hires for the same position, please complete a Per-18 for each individual hired and paper clip the forms together.

5.

<u>Search Committee Members:</u>	<u>Race/sex</u>	<u>Search Committee Members:</u>	<u>Race/sex</u>
_____	____/____	_____	____/____
_____	____/____	_____	____/____
_____	____/____	_____	____/____
_____	____/____	_____	____/____

6. All completed Per-18s should be submitted to the Office of Human Resource Management with the appointment packet.

It is particularly important to maintain within the hiring department all documents related to the selection and hiring process, including applications, résumés, reasons for the selection, etc. These records are maintained within the hiring department for at least three years and made available to the EOP Office upon request.