

**Affirmative Action ID#:**

**Please write this number on each personnel data survey before mailing to applicant.**

**PRE-OFFER PERSONNEL DATA SURVEYS/HIRING AUDIT PROCEDURES**

SIU is a federal contractor, and the Affirmative Action Office (UAAO) is required to maintain comprehensive records of recruiting and selection procedures for all faculty and staff positions. We realize the hiring unit may not be able to furnish the necessary information from applications, but this office will collect the data from the Personnel Data Surveys returned to us.

In order to adequately “track” the activities for open positions (job description approved by the appropriate Vice Chancellor’s hiring administrator, applicant pool, hiring audit, etc.), this office will assign a code identification number to each open faculty/staff position. The number is only for the use of the UAAO and has no relation to the AIS number utilized for budget and payroll purposes.

When an approved job description has been brought to the UAAO, the code number will be assigned, and the position will be listed with the Human Resources Information Network for Opportunities (HRINFO), **536-2116**. This information service is updated every Thursday. Administrative/Professional and Faculty positions are also available on the internet through the UAAO website at <https://affact.siu.edu>. Job numbers are linked to a full ad copy.

The online Pre-Offer Personnel Data survey is available to applicants at <https://affact.siu.edu/pdc/pdc.php>. Hard copies of the surveys are attached, along with the Hiring Audit Forms and the Candidate Demographic Data Form. **Department/Unit, Position Title, and Position Number will be filled in on the survey. Please make sure the same information is on each survey sent to applicants.** A survey or link should be sent to all applicants as the applications are received and acknowledged by the department/unit. Additional surveys are available to download or print at <https://affact.siu.edu/forms>.

The position number will also appear in the upper right-hand corner of the Hiring Audit and Candidate Demographic Data Forms. Electronic forms are available at the above-mentioned website as another option for completion; however, the Affirmative Action ID number assigned on the original form must be used on all electronic forms.

When a position is “underutilized”, that information will appear in the **upper left-hand corner** of the Hiring Audit Form. In such cases, the **“Affirmative Action Hiring Policies and Procedures” must be followed**. Copies of these procedures may be downloaded from the UAAO website. Please call Phyllis Khaaliq or Ashley Followell at 453-1196 if you have any questions regarding these instructions.

Attachments: Pre-Offer Personnel Data surveys (including voluntary Individuals with Disabilities and Veteran surveys)  
Hiring Audit Form Section I and Section II  
Candidate Demographic Data Form  
Reasons for Non-Selection codes