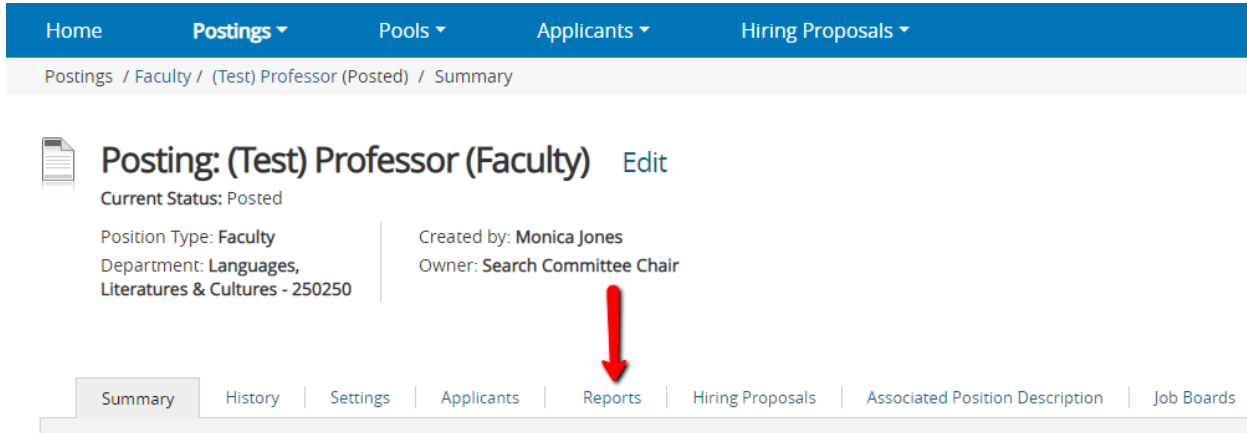


How to Access AA Data During Your Faculty Search

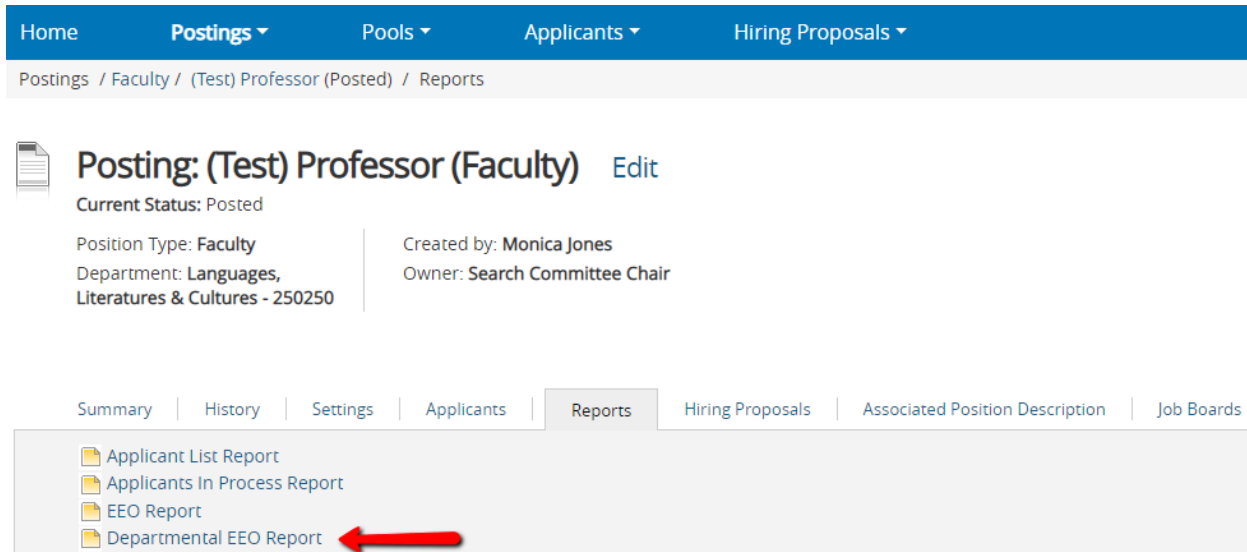
Search Chairs have access to download AA data at any point in time through AppState Careers to assist in gauging the diversity of their applicant pool, and to determine if additional recruitment resources/advertisement is necessary to increase the diversity and underrepresented populations for the applicant pool. Access the AA data using the following guide:

1. Open posting and click Reports tab.



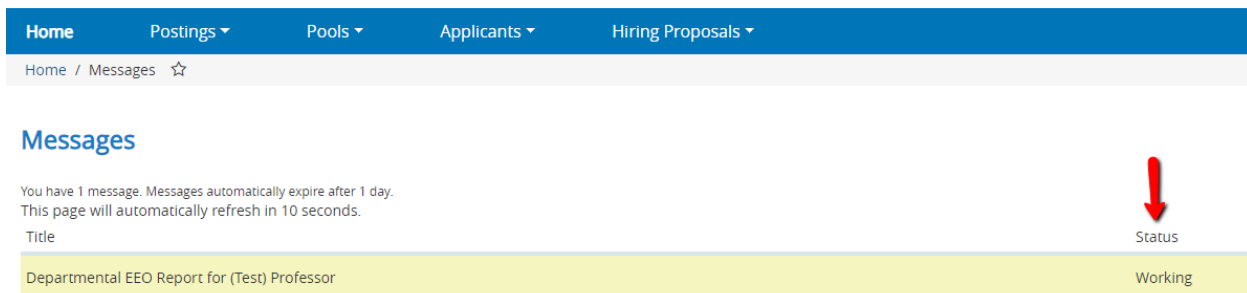
The screenshot shows the top navigation bar with 'Home', 'Postings', 'Pools', 'Applicants', and 'Hiring Proposals'. Below the navigation bar is a breadcrumb trail: 'Postings / Faculty / (Test) Professor (Posted) / Summary'. The main content area displays 'Posting: (Test) Professor (Faculty)' with an 'Edit' link. Below the title, it shows 'Current Status: Posted', 'Position Type: Faculty', and 'Department: Languages, Literatures & Cultures - 250250'. To the right, it says 'Created by: Monica Jones' and 'Owner: Search Committee Chair'. A red arrow points down to the 'Reports' tab in the navigation menu at the bottom of the content area.

2. Click the Departmental EEO Report.



The screenshot shows the same interface as the previous one, but with the 'Reports' tab selected. Below the 'Reports' tab, there is a list of report options: 'Applicant List Report', 'Applicants In Process Report', 'EEO Report', and 'Departmental EEO Report'. A red arrow points to the 'Departmental EEO Report' option.

3. Status at "Queued" or "Working"



The screenshot shows the 'Messages' section of the AppState Careers interface. It displays a message titled 'Departmental EEO Report for (Test) Professor' with a status of 'Working'. A red arrow points down to the 'Status' column header.

Title	Status
Departmental EEO Report for (Test) Professor	Working

4. Status will update to "Complete"

Home Postings Pools Applicants Hiring Proposals

Home / Messages ☆

Messages

You have 1 message. Messages automatically expire after 1 day.

Title	Status	Message
Departmental EEO Report for (Test) Professor	Completed	Completed at 09/30/2019 08:47 AM

5. Hover over "Actions" and select View Report or Download to Excel.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Home / Messages ☆

Messages

You have 1 message. Messages automatically expire after 1 day.

Title	Status	Message	(Actions)
Departmental EEO Report for (Test) Professor	Completed	Completed at 09/30/2019 08:47 AM	Actions

6. Example report below.

Report Generated:	Monday September 30, 2019 09:47:56 AM
Job Title	(Test) Professor
Job Number	008371

Under Review by Search Committee Applicants

Gender	Hispanic / Latino	American Indian Or Alaska Native	Native	Asian	Black Or African American	American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Female	0	1	0	0	0	0	0	1	0	1	3
Male	0	0	0	0	0	0	0	0	0	0	0
Prefer Not To Answer	0	0	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	0	0	1	0	1	3