

Binghamton University
Division of Diversity, Equity & Inclusion Search Form
Part IIa – Pre-Screening/Remote Inquiry Approval (i.e. Telephone, Skype)

Position Title:

Department:

Department Chair:

**1) Please identify candidates to whom you wish to offer a pre-screen/remote inquiry:
(Pre-screen/remote inquiry is for the purpose of clarifying candidate qualifications)**

<u>Name</u>	<u>Race/Ethnicity</u>	<u>Gender</u>

2) Please move each above-cited candidates' resume/vita to Affirmative Action Part 2 folder in Interview Exchange.

3) Please indicate the timeframe in which you anticipate to complete inquiries? (i.e. 30 days)

4) Approved by:

Signature of Search Chair

Date

Signature of VP, Dean or Designee

Date

Signature of Chief Diversity Officer

Date

Please do not extend invitations for remote inquiry until you have received approval from Division of Diversity, Equity and Inclusion to do so.