

To: Individuals who Recruit and Hire Faculty and Staff

Re: **Annual Performance Evaluation: Equal Employment Opportunity/Affirmative Action Assessment**
January 1, _____ to December 31, _____

UW-Stout's Equal Employment Opportunity/Affirmative Action Policy (86-47; 2.4 and 4.9) requires an assessment of your promotion of affirmative action. **Your response will be attached to your annual performance evaluation and will be an element in UW-Stout's performance evaluation system.** Please complete this form and return it to your department/unit head as soon as possible

Name: _____ Position: _____
Unit: _____ Date: _____

Report of Processes and Practices Used

Describe briefly the practices you have used to advance affirmative action in your unit during the period for which you are being evaluated. (If you need additional space, please attach another piece of paper.)

1. Describe formal and informal promotion of affirmative action and equal employment opportunity through communication with your unit members.
2. Describe your efforts to work with/through the Affirmative Action Office in hiring, promotion and retention.
3. Describe your efforts to recruit, employ, promote and retain women and minorities.
4. Describe outstanding examples of hires/renewals/promotions which advanced your unit toward its affirmative action plan goals.

Optional: The chart on page 2 may be completed by the department/unit, or it may be left blank for completion by EO/AA.

Comments of Immediate Supervisor:

Immediate Supervisor (forward to Affirmative Action Office, 208 LLC)	Date	Affirmative Action Officer	Date
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P. 2 Annual Performance Evaluation: Equal Employment Opportunity/Affirmative Action Assessment
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Optional:

This chart may be completed by the department/unit, or it may be left blank for completion by EO/AA.

Department/Unit Name _____

Supervisor's Name _____

HIRING DATA	# of positions in all units you supervise	# of persons hired or renewed	# of women hired or renewed	# of minorities hired or renewed
	Headcount/FTE	Hired/Renewed	Hired/Renewed	Hired/Renewed
Faculty	_____ / _____	_____ / _____	_____ / _____	_____ / _____.
Inst. Acad Staff	_____ / _____	_____ / _____	_____ / _____	_____ / _____.
Acad Staff	_____ / _____	_____ / _____	_____ / _____	_____ / _____.
Classified	_____ / _____	_____ / _____	_____ / _____	_____ / _____.
Comments:				