



Equal Opportunity and Affirmative Action Policy Statement

Indiana State University has long been pledged to principles of nondiscrimination and is firmly and unequivocally committed to the creation of a culturally diverse community among and between its faculty, staff, and students. Diversity within the University community advances the academic purposes of the University, and an affirmative action policy is essential to achieving such diversity. Our expectation is that the University will do more than merely comply with civil rights legislation and enactments. The following policy statement was approved by the Board of Trustees in December, 1993.

Indiana State University does not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or veteran status. In line with its commitment to equal opportunity, the University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications meeting established criteria.

Indiana State University is committed to affirmative action for employees and students through active recruitment, promotion, retention, and enrollment of minorities, women, persons with disabilities, and Vietnam-era veterans.

The University subscribes fully to all federal and state legislation and regulations regarding discrimination.

Responsibility for implementing the educational and employment decisions in accordance with the University's equal opportunity and affirmative action policy rests with the vice presidents, deans, directors, other heads of units, faculty, and staff. The Assistant to the President for Affirmative Action is responsible for overall compliance with all federal and state legislation and regulations regarding discrimination and for coordination of the University's affirmative action programs.

Furthermore, Indiana State University will not tolerate any form of sexual or racial harassment, intimidation, or coercion. Allegations of any form of harassment will be promptly and thoroughly investigated, and offenders will be subject to disciplinary action.

Your help and cooperation are essential to transforming these words into equal opportunity and affirmative action.

A handwritten signature in cursive script, reading "Lloyd W. Benjamin III".

Lloyd W. Benjamin III
President

A handwritten signature in cursive script, reading "Barbara P. House".

Barbara P. House
President, Board of Trustees



**Indiana State University
Human Resources**

Reference Check Sheet

Name of Applicant:	Checked by:
	Date:

Contact:	Title:
Employer:	Employment Dates:
Position Held:	
Nature of Work:	
Quality of Work:	
Relationship with others:	
Work Attitude:	
Overall Assessment:	Eligible for rehire:

Contact:	Title:
Employer:	Employment Dates:
Position Held:	
Nature of Work:	
Quality of Work:	
Relationship with others:	
Work Attitude:	
Overall Assessment:	Eligible for rehire:

**SUPPORT STAFF
VACANCY SUMMARY FORM**

Department: _____

Position Title: _____

Desired Qualifications: _____

Interviewer(s): _____

Selected Candidate: _____

Suggested Hire Date: _____

Reason Hired/Qualifications: _____

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CANDIDATE NAME	DATE INTERVIEWED	REASON NOT HIRED
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HIRING OFFICIAL: _____
(Authorizing Signature)

DATE: _____



**Indiana State University
Human Resources**

Confidential Interview Rating Form

Name: _____

Date: _____

Position Interviewing For: _____

Weakness-1	OK-2	Strength - 3	Don't Know - 4
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Performance Standard	Rating	Comments
Customer Orientation		
Teamwork Ability		
Communication Skills		
Ability to Achieve Results		
Adaptability		
Self-Management Skills		
Leadership Skills		
Technical Functional Expertise		

Final Recommendations:

Recommend for hire

Not Recommend for hire

Other action recommended (please specify) _____

Comments: