

## **Candidate's Sample Affirmative Action Accomplishments Record**

*A good affirmative action accomplishments statement will be about actual deeds undertaken, rather than only a philosophy of commitment. Following is an example:*

Following is a personal history demonstrating my awareness, sensitivity, and accomplishments in affirmative action:

Fifty percent of employees in my company, ABC Company, are female, and I was involved in the recruitment of all of them.

As a member of the Board of Directors of Technologies, Inc., over the last three years I have been a consistent and strong supporter of seeking nominations of women and minorities for open Board seats. Two women and one minority, including a female Board President, were elected to the ten-member Board during my tenure.

Prior to my employment with ABC Company, I was a research assistant with the Department of Agriculture. I was a member for three years of our regional diversity and human rights committee, serving as president for one year. While president, I led a proactive committee that was innovative and effective in promoting the recruitment and employment of females and minorities in the states surrounding Minnesota. During this time, I, also, personally recruited and hired a minority woman as my assistant and supervised another female assistant. I also helped recruit and co-supervised a Black male postdoctoral fellow and a female college work-study student in my office. The postdoctoral fellow had a very productive and enjoyable stay at our research office. The work-study student had an excellent learning experience and eventually went on to a successful career as a junior research assistant for the Department of Agriculture where she is currently a research scientist.

## **Sample Affirmative Action Accomplishments Record**

*A good affirmative action accomplishments statement will be about actual deeds undertaken, rather than only a philosophy of commitment. Here are some examples:*

### **GOOD STATEMENTS:**

1. The candidate actively recruited women and minorities for all open positions in his department. Of the present six interns, five are female and one is Hispanic. Currently, seven of 14 residents are female. Females were hired to fill two newly created positions. In addition, the candidate was instrumental in recruiting and hiring of the first Black faculty member in the department. Last year he created a minority internship position and recently hired a Hispanic to fill the position.

2. The candidate not only mentored and supported promotion and tenure of female faculty members, but also served as an advisor to four female graduate students. Most importantly, the candidate has made recruitment of women and minorities a significant departmental priority and has consistently and vocally worked to achieve this goal.
3. The candidate has worked as a contact person with minority and women's organizations, including Minnesota Women in Higher Education, CHART, American Indian Communications Center, and Twin Cities Black Journalists Association. In addition, she has shown strong support for women and minority students through involvement with the American Indian Journalism Students Association, by assisting Black and Native American students applying for internships and job opportunities, as a speaker at events for minority students, and a working member of the University's Commission on Women.

VAGUE STATEMENTS:

1. In all conversations I have had with the candidate, as both a member of the search committee and as a member of the advisory committee pertaining to minority hiring, I have never detected the slightest hint of prejudice or any other feelings that might conflict with the affirmative action policy at the University of Minnesota.
2. His use of language was appropriate and respectful toward women. He did not make any sexist comments.