

APPLICANTS CHARACTERISTICS REPORT

Please use this form to report the aggregate results of the "Applicant Characteristic Survey" information contained on the tear sheet attached to each application for employment. Specific information must also be reported regarding internal candidates who apply, regardless of whether the candidate was offered or accepted the job. The Office of Judicial Administration is required to track this data for grant reporting purposes. Our Information Technology staff is working on a web-based system to collect this information; however, for the time being this form must be used for each position you fill.

Date _____

Judicial District _____

Position name and classification: _____

This position was advertised (circle one): Internally / Externally / Both

Total number of applicants: _____

Number of applicants who completed the Applicant Characteristic Survey: _____

A. Age group of applicant pool:

- _____ 19 or less
- _____ 20-29 years
- _____ 30-39 years
- _____ 40-49 years
- _____ 50-59 years
- _____ 60-69 years

B. Sex:

- _____ Female
- _____ Male

C. Highest level of education completed:

- _____ 0-8 years
- _____ 9-12 years, but no high school diploma
- _____ High school graduate, or equivalent (e.g., G.E.D.)
- _____ Post High school or business school training
- _____ College, less than B.A., or B.S., or similar degree
- _____ B.A., or B.S., or similar degree
- _____ M.A., or M.S., or similar degree
- _____ Ph.D., or J.D. or similar degree

D. Race/ethnicity/national origin:

- African-American or Black Non-Hispanic
- American Indian or Alaskan Native Non-Hispanic
- American Indian or Alaskan Native and White Non-Hispanic
- American Indian or Alaskan Native and Black Non-Hispanic
- Asian Non-Hispanic
- Asian and White Non-Hispanic
- Black and White Non-Hispanic
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander Non-Hispanic
- White Non-Hispanic
- Two or More Races Not Described Above

E. Please list the names of all current Judicial Branch employees who applied for this position, if any:

F. Did you make a job offer to any Judicial Branch applicants? If so, please list the name(s) of the individual(s) who received a job offer. Please also indicate whether the individual ultimately accepted or rejected the offer.

G. List the name and phone number of the person completing this report:

Please return this form to OJA with the new hire/promotion/transfer paperwork. Failure to submit this form may lead to a delay in processing the position paperwork.