



## OFFICE OF AFFIRMATIVE ACTION

### Applicant/Candidate Pool Certification Form – All Academic Positions

#### Instructions

1. Fill out the upper portion of the form in its entirety; this information should match the Request to Recruit as approved by the Provost's Office.
2. Submit the form for Step 1 completion by the Office of Affirmative Action.
3. The Office of Affirmative Action will review the applicant pool in its entirety, evaluating the pool based on statistical applicant availability data.
4. If:
  - a. Approved to proceed with candidate selection – review applicant pool and select candidates for interview
  - b. Approved with comments – take note of any comments; review applicant pool and select candidates for interview if appropriate
  - c. Denied with comments – the Office of Affirmative Action will contact you to discuss next steps
5. If approved, after selecting candidates for interview, resubmit form for Step 2 completion by the Office of Affirmative Action.
6. If:
  - a. Approved to proceed with candidate selection – schedule candidate interviews and proceed with hiring process
  - b. Approved with comments – take note of any comments; schedule candidate interviews and proceed with hiring process
  - c. Denied with comments – the Office of Affirmative Action will contact you to discuss next steps