



OFFICE OF AFFIRMATIVE ACTION

Applicant Pool Certification Form – All Non-Academic Positions

Instructions

1. Fill out the upper portion of the form in its entirety.
2. Submit the form for 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