



OFFICE OF AFFIRMATIVE ACTION

Applicant/Candidate Pool Certification Form – All Academic Positions

Please complete the following fields prior to initial submission.

Academic Unit & Department/Division:							
Position Title/Number:							
Job ID:		Full-Time	Part-Time	Temporary	UNTT	RNTT	TT/Tenured
Hiring Authority/Search Committee Chair:							
Step 1: Total Applicant Pool Certification (Below Section to be Completed by the Office of Affirmative Action)							

Total Applicants¹:

Affirmative Action Plan Goals (if applicable): Statistical data indicates a deficiency in this position in the department or in totality at the University in regard to individuals identifying as: Female Person of Color

Female		Male		Total ²			
% of Total =		% of Total =		% =			
# of Total =		# of Total =		# =			
Hispanic/ Latinx	Black/ African American	Asian	Native Hawaiian/ Pacific Islander	American Native/ Alaska Native	White	Two or More	Total ³
% =	% =	% =	% =	% =	% =	% =	% =
# =	# =	# =	# =	# =	# =	# =	# =
Disability Status		Disability Status		Veteran Status		Veteran Status	
# of Total =		% of Total =		# of Total =		% of Total =	

Approved to proceed w/candidate selection (**do not schedule interviews until after Step 2**)

Approved with comments:

- Based solely on demographic information submitted by the applicants in the above pool, it has been determined by the Office of Affirmative Action that the following individuals would assist in diversifying the department and/or advancing University diversity goals:

Other:

Denied – Refer to Email for Comments

Dr. Sybil Wyatt - Director of Affirmative Action

Date

¹ Excludes applicants who have withdrawn or do not have a completed application.

² Total may not equal 100% if applicants did not self-identify.

³ Total may not equal 100% if applicants did not self-identify.

Step 2: Qualified Candidate Pool Certification by Office of Affirmative Action

Total Qualified Candidates⁴:

Female		Male				
% of Total =		% of Total =				
# of Total =		# of Total =				
Hispanic/ Latinx	Black/ African American	Asian	Native Hawaiian/ Pacific Islander	American Native/ Alaska Native	White	Two or More
% =	% =	% =	% =	% =	% =	% =
# =	# =	# =	# =	# =	# =	# =
Disability Status		Disability Status		Veteran Status		Veteran Status
# of Total =		% of Total =		# of Total =		% of Total =

Approved to schedule interviews

Approved with comments:

Denied with comments:

Dr. Sybil Wyatt - Director of Affirmative Action

Date

⁴ Includes all applicants who meet minimum qualifications for position per posted position description.