



# Approval of Pool

Appendix C July 2017

**Instructions:** The Department Search Committee Chair completes the fields with visible borders and then emails the form, plus a list of the names of applicants totalled in Section II, to the Affirmative Action Officer, who will enter race and gender data. The Affirmative Action Officer will return the form to the Department Search Committee Chair to obtain signatures, beginning with the department chair.

Log Number: \_\_\_\_\_

Date: \_\_\_\_\_ College: \_\_\_\_\_  
 Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

**I. NUMBER OF APPLICATIONS RECEIVED**

|                                      | Females | Males | Gender Not Reported |
|--------------------------------------|---------|-------|---------------------|
| American or Alaskan Native           |         |       |                     |
| Asian                                |         |       |                     |
| Black or African American            |         |       |                     |
| Hispanic or Latino                   |         |       |                     |
| Multiracial/Two or More Races        |         |       |                     |
| Native Hawaiian or Pacific Islander  |         |       |                     |
| White                                |         |       |                     |
| Race Not Reported                    |         |       |                     |
| Total                                |         |       |                     |
| Total Applications Received          |         |       |                     |
| Person with Disability               |         |       |                     |
| Veteran                              |         |       |                     |
| Vietnam Era Veteran & Other Veterans |         |       |                     |
| Disabled Veteran                     |         |       |                     |
| Recently Separated Veteran           |         |       |                     |
| Armed Forces Service Medal Veteran   |         |       |                     |

**II. NUMBER OF APPLICANTS WHO MEET ADVERTISED REQUIREMENTS**

|                                      | Essential Qualifications               |         | Gender Not Reported |
|--------------------------------------|----------------------------------------|---------|---------------------|
|                                      | Essential and Preferred Qualifications | Females |                     |
| American or Alaskan Native           |                                        |         |                     |
| Asian                                |                                        |         |                     |
| Black or African American            |                                        |         |                     |
| Hispanic or Latino                   |                                        |         |                     |
| Multiracial/Two or More Races        |                                        |         |                     |
| Native Hawaiian or Pacific Islander  |                                        |         |                     |
| White                                |                                        |         |                     |
| Race Not Reported                    |                                        |         |                     |
| Total                                |                                        |         |                     |
| Total Applications Received          |                                        |         |                     |
| Person with Disability               |                                        |         |                     |
| Veteran                              |                                        |         |                     |
| Vietnam Era Veteran & Other Veterans |                                        |         |                     |
| Disabled Veteran                     |                                        |         |                     |
| Recently Separated Veteran           |                                        |         |                     |
| Armed Forces Service Medal Veteran   |                                        |         |                     |

**III. APPLICANTS TO BE INTERVIEWED**

**Screening Interviews  
Final Round Interviews**

|      |      |        |
|------|------|--------|
| Name | Race | Gender |
| Name | Race | Gender |
| Name | Race | Gender |
| Name | Race | Gender |

