



# Approval of Pool

**Instructions:** The Search Committee Chair will provide OHR a list summary of first round and/or finalists to be interviewed. The Human Resources EO/AA Officer completes the affirmative action fields to review race and gender data and certify the applicant/finalist pool. The EO/AA Officer will return the form to the Department Search Committee Chair to obtain signed approval of finalist pool certification.

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   |  |         |                     |

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### III. APPLICANTS TO BE INTERVIEWED

#### Screening Interviews Final Round Interviews

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

Name Race Gender

Name Race Gender

Name Race Gender

Name Race Gender

Name Race Gender

Name Race Gender

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**SIGNATURES (Adobe Digital Signatures Acceptable)**

\_\_\_\_\_  
Search Committee Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource EO/AA Officer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date