

**Appendix C: APPLICANT FLOW LOG**

**Position Title:**

**Department:**

**Job Posting #:**

**Date of Posting:**

NAME OF APPLICANT (LAST, FIRST)	SEX	RACE/ ETH	SOURCE	APPLICANT INTERVIEWED	WHO INTERVIEWED	EXPLANATION FOR NOT HIRING
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
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				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		
				Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Completed by:**

**Date submitted:**  
**AAO signature:**

## **INSTRUCTIONS FOR APPLICANT FLOW LOG**

For purposes of this form, an applicant is an individual who has submitted a resume or application and meets the minimum requirements of the position.

### **Who Completes the Applicant Flow Log(AFL)?**

**Human Resources** will complete the AFL if they are providing the department with screening services, setting up the interviews, and the department is informing H.R. of all applicants that applied directly to the department.

**The Hiring Department** will complete the AFL when the H.R. office sends all applications and resumes directly to the Department and does not do any screening and does not set up interviews.

**Faculty and Executive Level Positions** When Search committees are used to select a candidate the Affirmative Action Representative on the Committee should complete the AFL.

### **Instructions for completing the form**

The applicant flow log should consist of the following information

1. Position Title
2. Department
3. Job Posting number
4. Date of posting
5. Name of Applicant
6. Whether or not the applicant was interviewed
7. Who interviewed(i.e. Human Resources, Department or Unit, Search Committee)
8. Source(where candidate learned of position)
9. Sex
10. Race/Ethnicity(using the definitions provided on this form)

11. Explanation for Not-hiring

\*Examples of job-related reasons for not hiring

1. Application not complete
2. Application withdrawn by applicant
3. Experience Adequate, but not equal to best
4. Essential Experience below minimum required
5. Failed to Attend Interview
6. Qualifications adequate, but not equal to best
7. Qualifications below minimum required
8. References not favorable
9. References not obtainable

8. The AFL should be sent to the Affirmative Action Office.

**Race/Ethnicity**

**A. White:** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**B. Black:** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

**C. Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

**D. Asian/Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands (for example, China, India, Japan, Korea, the Philippine Islands, and Samoa).

**E. American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.