

Applicant Pool Report

A. General Recruitment Data

Position Title: _____ School/Dept./Institute/Center: _____
 Grade: _____ Title Code: _____ PRS Number: _____ Campus: _____
 Is this Position: New Add to Complement Replacement for: _____ Termination Date: ____/____/____
 Selectee: _____ Supervisor: _____ Title: _____ No. of Applicants Interviewed: _____
 Date posted on Columbia Website (mm/dd/yyyy): ____/____/____
 Advertising: _____ Dates (mm/dd/yyyy): ____/____/____ to ____/____/____ Agency: _____
 Advertising: _____ Dates (mm/dd/yyyy): ____/____/____ to ____/____/____ Search Firm: _____

B. Selectee Verification/Search Approval Information

Grades 7-9A / 10-13 / 103-105: Selectee meets minimum posted requirements, as verified by Central HR Staff prior to job offer.
 Verified By: _____ Date (mm/dd/yyyy): ____/____/____
Grades 14 / 106: Pre-search plan approved by EEO/AA Staff.
 Approved By: _____ Date (mm/dd/yyyy): ____/____/____

C. Summary Data

				Sex and Ethnicity*													Special Status								
				Males							Total Males	Females							Total Females	Total M + F	Intern- als	Lay- offs	Pers. w/Dis.	Dis. Vets	Viet. Vets
				1	2	3	4	5	6	7		1	2	3	4	5	6	7							
Qualified Applicants																									
Selectee	Promo	Trnsf	New																						

* Race/Ethnicity Codes (codes subject to change): **1**=White; **2**=Black; **3**=Hispanic; **4**=Asian/Pacific Islander; **5**=American Indian/Alaskan Native; **6**=Not Disclosed; **7**=East Indian/Indian Subcontinent

D. Preparer's Information

Name of Individual Preparing Report: _____ Phone: () - _____
 E-Mail: _____ Fax Number: () - _____ Date (mm/dd/yyyy): ____/____/____
 I, (Sign) _____, attest that the selectee meets the minimum requirements for the position posted in the Columbia University Job Opportunities Listing and that the position has been posted for the minimum time required.

Comments: _____

