

**APPENDIX A**  
**CERTIFICATION OF APPLICANT POOL, Form A-1**

**EAST TENNESSEE STATE UNIVERSITY  
CERTIFICATION OF APPLICANT POOL  
FULL-TIME POSITIONS**

Pursuant to TBR Guideline No. P-010 (Personnel Transactions), a signed "Certification of Applicant Pool" for all full-time positions (including regular part-time) is *required prior to extending to any candidate an invitation for interview*. Certification requires submission of the following information to the Affirmative Action Director:

1. Department/Unit \_\_\_\_\_

2. Position Title & Number \_\_\_\_\_

Upper Level Administrator? No \_\_\_\_\_ Yes \_\_\_\_\_

3. Type Appointment: Faculty \_\_\_\_\_ Administrative \_\_\_\_\_ Support \_\_\_\_\_

Attach Record of Applicants, including rationale statements for Applicants not recommended for interview.

4. Total number of applicants for position:

White \_\_\_\_\_ Black \_\_\_\_\_ Other \_\_\_\_\_ Unknown \_\_\_\_\_ Total \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_

5. Final candidates (screened candidates from whom interviewees were chosen):

White \_\_\_\_\_ Black \_\_\_\_\_ Other \_\_\_\_\_ Unknown \_\_\_\_\_ Total \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_

Attach resumes of candidates to be interviewed, as well as others who are Black or other minority.  
For Upper Level Administrative vacancies, also include resumes of all female candidates.

6. Candidates proposed to be interviewed (if more space is needed, please use other side):

	<u>NAME</u>	<u>RACE</u>	<u>SEX</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

7. Comment on pool:

Certified for compliance with affirmative action plan and with all requirements of TBR Guideline P-010.

\_\_\_\_\_ Affirmative Action Officer (Signature)

\_\_\_\_\_ Date

If required under P-010

Approved TBR: \_\_\_\_\_  
Signature

\_\_\_\_\_ Date

6. Candidates proposed to be interviewed:

	<u>NAME</u>	<u>RACE</u>	<u>SEX</u>
(6)	_____	_____	_____
(7)	_____	_____	_____
(8)	_____	_____	_____
(9)	_____	_____	_____
(10)	_____	_____	_____