



## Applicant List

### **Purpose**

To document the names and demographic data of all applicants for a Faculty or Academic Professional position, along with the reasons that an applicant was interviewed (or not interviewed) and hired (or not hired).

### **Initiated by**

The Applicant List should be completed by the unit hiring authority or designee.

### **Approvals**

To be determined by hiring unit.

### **Submit to**

The Applicant List, along with a copy of the resume(s)/curriculum vita(e) should be submitted to the Office of Diversity within 30 days of the hire(s) being made or the close of the search—whether or not a hire was made.

### **Comments**

It is the policy of ASU to promote open and competitive searches for all faculty and staff hires. The Applicant List creates an important record that demonstrates the number of complete applications received by the hiring unit and the consistent manner in which all applications were reviewed for advertised qualifications to ensure equal employment opportunity. Additionally, the data contained in the Applicant List must be collected and reported annually as part of the ASU Affirmative Action Plan.



