

REVIEW OF APPLICANT POOL

After the close of the advertisement date or reviewed date, the committee should meet to review the applicant pool.

A list of all applicants should be submitted to the Affirmative Action Officer and/or Faculty Liaison as well as a list of applicants (3-5) that the committee would like to interview. Reference checks should be included for the applicants the committee will interview.

- The Chair of the committee will submit this for faculty positions and the Director of Human Resources will submit this for professional positions.