

YORK College **APPLICANT POOL CERTIFICATION FORM (Form 1)**

To: Chief Diversity Officer (CDO), Office of Diversity & Compliance (Room AC-2H04)

From: _____
(Search Committee Chair) (Department) (Date)

Re: _____
(Title/Position to be filled) (CUNYFirst Job ID #)

The Chief Diversity Officer must certify the Applicant Pool before the Committee starts interviewing; thus, PLEASE ARRANGE FOR A MEETING *FIRST*.

The following information is required to comply with Federal regulations and University policies in its recruitment for the position mentioned above:

- 1. Number of applications received: Total: _____**
- 2. Number of applicants recommended for interviews: Total: _____**

CERTIFICATION

The above candidates meet the minimum qualifications for this position as specified by the PVN and Advertisements.

(Signature of Search Committee Chair) % (Date)

APPROVAL

The Search Committee may proceed with the above interviews. Please advise this office at Ext. 2137 regarding interview dates.

(Signature of Chief Diversity Officer or Designee) (Date)

NOT APPROVED

The Search Committee may not proceed with the above interviews. Please contact this office at Ext. 2137 regarding this matter.

(Signature of Chief Diversity Officer or Designee)
(Date)