

Applicant Flow Form

Appalachian State University
Office of Human Resources

Department: _____
Title and Position #: _____

Race/Ethnicity Codes:

- 1) White
- 2) Black or African-American
- 3) Hispanic or Latino
- 4) Asian
- 5) American Indian or Alaskan Native
- 6) Native Hawaiian or Other Pacific Islander
- 7) Two or More Races

Sex Codes:

- 1) Male
- 2) Female
- 3) Unknown

Disposition:

- 1) Still under consideration
- 2) No longer under consideration
(provide explanation)

Reasons:

- 1) Accepted another position
- 2) Did not meet advertised qualifications
- 3) Incomplete or late application
- 4) Issue with preliminary interview
- 5) Not enough related experience
- 6) Unavailable for interview
- 7) Unsatisfactory reference check
- 8) Withdrew candidacy
- 9) Not as strong as chosen finalists
- 10) Other (explain)

* Data will be filled in by Human Resources.

Applicant Name	File Start Date	Application Complete Date	AA Data form received *	Race *	Sex *	Disability	Veteran Status	Disposition	Explanation if no longer being considered (see reasons above)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									

Human Resources _____ Date _____

*The Office of Human Resources will complete and retain the Applicant Flow Form.

Applicant Name	File Start Date	Application Complete Date	AA Data form received *	Race *	Sex *	Disability	Veteran Status	Disposition	Explanation if no longer being considered (see reasons above)
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
26.									
27.									
28.									
29.									
30.									
31.									
32.									
33.									
34.									
35.									
36.									
37.									
38.									
39.									
40.									

Human Resources _____ Date _____

*The Office of Human Resources will complete and retain the Applicant Flow Form.

Applicant Name	File Start Date	Application Complete Date	AA Data form received *	Race *	Sex *	Disability	Veteran Status	Disposition	Explanation if no longer being considered (see reasons above)
41.									
42.									
43.									
44.									
45.									
46.									
47.									
48.									
49.									
50.									
51.									
52.									
53.									
54.									
55.									
56.									
57.									
58.									
59.									
60.									
61.									
62.									
63.									
64.									
65.									
66.									
67.									
68.									
69..									
70.									
71.									

Human Resources _____ Date _____

*The Office of Human Resources will complete and retain the Applicant Flow Form.

Applicant Name	File Start Date	Application Complete Date	AA Data form received *	Race *	Sex *	Disability	Veteran Status	Disposition	Explanation if no longer being considered (see reasons above)
72.									
73.									
74.									
75.									
76.									
77.									
78.									
79.									
80.									
81.									
82.									
83.									
84.									
85.									
86.									
87.									
88.									
89.									
90.									
91.									
92.									
93.									
94.									
95.									
96.									
97.									
98.									
99.									
100.									

Human Resources _____ Date _____

*The Office of Human Resources will complete and retain the Applicant Flow Form.

[Click here to email this form](#)

[Click here to print this form](#)