Applicant Log and Summary Sheet

Instructions: Complete entire form and return to Human Resources with all applications and resumes.

Total # of Candidates (all who submit material)_____

Applicants (Applicants are those who were interviewed and those who you would interview before re-advertising)

Applicant Name	Interview Date	Male/ Female	AA Codes	Source*	Documentation of Decision

Attach an additional page if necessary

AA Code	Definition	AA Code	Definitions
W	Caucasian-Not of Hispanic origin	1	Disabled
B	African American-Not of Hispanic origin	2	Disabled Veteran
H	Hispanic-Persons of Spanish culture origin, regardless of race	3	Vietnam-Era Veteran
A	Asian or Pacific Islander	4	Eligible Veteran
I	Native American or Alaskan Native	5	Special Disabled Veteran

*Source - Source of applicant, i.e., internal candidate, newspaper ad, Cornell job posting, etc.

APPLICANT SELECTED: _____