**OFFICE OF DIVERSITY & COMPLIANCE**

**APPLICANT FLOW LOG**

PLEASE SUBMIT TO THE OFFICE OF DIVERSITY & COMPLIANCE FOR CERTIFICATION OF APPLICANT POOL 
BEFORE SCHEDULING ANY INTERVIEWS (including Telephone, Skype, and In-Person).

*DISPOSITION CODES*
- PQ = Meets minimum & preferred qualifications
- M = Meets minimum qualifications only
- A = Did not complete application process
- D = Does not meet stated minimum qualifications
- I = Contact for interview. Add “I” to “M” or “PQ” codes for those applicants that may be contacted for an interview.

<table>
<thead>
<tr>
<th>State/country</th>
<th>Applicant Name (FIRST/LAST)</th>
<th>Date Rec’d</th>
<th>*Disposition Code(s)</th>
<th>Remarks (Provide explanation when you have a PQ who will not be interviewed or for any other unusual occurrences)</th>
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**SAMPLE**

**INSTRUCTIONS FOR COMPLETING APPLICANT FLOW LOG**

1. At the close of the search, you will be sent an email with the completed Applicant Flow Log from Human Resources or designated recruiter along with instructions on how to access CUNYfirst for the resumes and other supporting documents.

2. Enter the State or Country in which the applicant resides in the first column.

3. Identify the status of each applicant in the disposition column, according to the legend on the top of this form.*

4. Complete the "Remarks" column to explain any incongruities (e.g., applicant rated PQ, but NOT granted an interview requires an explanation in the "Remarks" column).

5. Submit the Applicant Flow Log to ODC for review BEFORE CONTACTING APPLICANTS. ODC must review and approve your applicant pool before any interviews may be scheduled.

Rev. 3/2015