THE RESEARCH FOUNDATION
The State University of New York

APPLICANT FLOW LOG

★ Use this form in addition to the Pre-Interview Search Procedure form to assist with screening of the applicants. **Tip**- Each resume and cover letter must be thoroughly reviewed for the search to proceed.

POSITION:_____

CENTER/PROGRAM/OFFICE: _____ **SEARCH CHAIR:**_____

No	Zip Code (or city)	Applicant Last Name	Applicant First Name	Application Received	Applicant Source	Disposition Codes *	Summary Evaluation Remarks	M/F	Race *(if known)*

DISPOSITION CODES
INC=   Did not complete application process   NMQ=   Does not meet stated minimum qualifications
LA=   Application submitted late   MM=   Meets minimum qualifications only
W=   Withdrew from consideration   MPQ=   Meets minimum & preferred qualifications
           I=   Selected for interview. Add "I" to "MM" or "MPQ" code.

GENDER/RACE
Attempt to make a determination based on information contained in applicant's resume. Use these codes:
F= Female   M= Male   UK= Unknown
A= Asian/Pacific Islander (including India)   AI= American Indian/Alaskan   H= Hispanic
B= Black (not of Hispanic origin)   W= White (not of Hispanic. origin; European, No. African, Middle Eastern)