

REPORTS IN AP RECRUIT

During the recruitment process, AP Recruit collects affirmative action data from academic job applicants. Throughout the recruitment, the unit academic personnel analyst and the search committee chair are able to pull the following reports.

Applicant Pool Report – Once the position is closed, the Chair and/or or unit academic personnel staff should pull the applicant pool report to be routed for approvals. This report compares the application pool to the availability based on the **Specialty** indicated in the recruitment. Approval is an indication that the applicant pool is diverse according to the Availability Data, available in AP Recruit.

Short List Report – pulls the same information as the Applicant pool report, but for the short-listed candidates. Candidates will not appear on the short list until dispositioned “Serious Consideration” in AP Recruit.

Both the Applicant Pool Report and the Short List Report must be routed for approvals by the Search Chair and the School Dean/Unit Head. Upon approval of these reports the search can continue to the next phase. Contact the academic personnel analyst within your school for more information.