



Office of Human Resources

Qualified Applicant Pool Certification Form

Date: \_\_\_\_\_

Department: \_\_\_\_\_  
Position To Be Filled: \_\_\_\_\_

# of Days Open: \_\_\_\_\_  
Job #: \_\_\_\_\_

Advertisements for this position have been placed in the following publications:

<input type="checkbox"/> PCC Website	<input type="checkbox"/> CCC Registry	<input type="checkbox"/> Chronicle/Chroniclevitae.com	<input type="checkbox"/> Inside Higher Ed.com
<input type="checkbox"/> Higher Ed Jobs.com	<input type="checkbox"/> Blacks in Higher Ed.com	<input type="checkbox"/> Hispanics in Higher Ed.com	<input type="checkbox"/> Asians in Higher Ed.com
<input type="checkbox"/> Diverse Education.com	<input type="checkbox"/> Disabled in Higher Ed.com	<input type="checkbox"/> LGBT in Higher Ed.com	<input type="checkbox"/> Veterans in Higher Ed.com
<input type="checkbox"/> Los Angeles Times	<input type="checkbox"/> Pasadena Star News	<input type="checkbox"/> ACCCA.org	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Total Applicant Pool

Total # of Applicants = \_\_\_\_\_

Number of Applicants that self-identified Ethnicity/Gender: \_\_\_\_\_

Breakdown of self-identification surveys: #Male: \_\_\_\_\_ #Female: \_\_\_\_\_ #Unknown: \_\_\_\_\_

Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Native or Alaska Native	Two or More Races	White	Declined to State	Total
_____%	_____%	_____%	_____%	_____%	_____%	_____%	_____%	= 100%
_____#	_____#	_____#	_____#	_____#	_____#	_____#	_____#	_____#

Qualified Applicant Pool

Total # of Qualified Applicants = \_\_\_\_\_

Number of Qualified Applicants that self-identified Ethnicity/Gender: \_\_\_\_\_

Breakdown of self-identification surveys: #Male: \_\_\_\_\_ #Female: \_\_\_\_\_ #Unknown: \_\_\_\_\_

Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Native or Alaska Native	Two or More Races	White	Declined to State	Total
_____%	_____%	_____%	_____%	_____%	_____%	_____%	_____%	= 100%
_____#	_____#	_____#	_____#	_____#	_____#	_____#	_____#	_____#

I certify that outreach and advertising efforts were made to achieve an inclusive applicant pool.

Approved: \_\_\_\_\_  
Supervisor, Human Resources

Date: \_\_\_\_\_