

APPROVAL TO INTERVIEW FORM

Approval by the appointing officer and the Affirmative Action Office are to be received prior to inviting applicants to campus for interview. This completed form, along with all resumes and the Applicant Log, is to be submitted to the appointing officer, who will in turn forward it to the Affirmative Action Office.

Title of Position: _____ Department: _____

AA Card #: _____

Search Committee Chair: _____ Campus Phone Number: _____

Indicate where the position was announced/advertised:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Complete this section only if you have this information on applicants:

(1) # of Minority Group Members _____ (2) # of Women _____ (3) # of Protected Class _____ (Sum of 1 & 2)
(4) # of Vitas/Resumes Received _____ (5) # of Disabled _____ (6) # of Disabled Veterans _____
(7) # of Vietnam Era Veterans _____

List all applicants selected for interview. Please identify (next to applicant's name) any applicant(s) who is related to current GVSU faculty or staff and their relationship. If a second pool of candidates has been indicated for possible interview, please list separately.

Applicants To Be Interviewed:

Applicant's Name:	Protected Class Candidate (Indicate with a "yes")	Gender
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Appointing Officer's Signature _____ Date _____

Human Resources _____ Date _____

Director of Affirmative Action Signature _____ Date _____

Comments: