**AAP Form 3**

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**AUTHORIZATION TO INTERVIEW/RECRUITMENT EFFORTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department |       |  | Position Title |       |
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**IMPORTANT**:  **Include the resumes of ALL the applicants and submit with completed AAP 3 form via Adobe sign.**

Applicants in the pool of finalists may NOT be interviewed and applicants who do not meet the required qualifications may NOT be rejected until this report is fully approved and signed by the Office for Equity & Inclusion. Upon receipt of the approved and signed copy of the AAP3 you may schedule interviews with the finalists.

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| **FINALISTS** |
| **GENDER/****RACE** |  | **NAME** |  | **REASON** |
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**RACE/ETHNIC CODE: W** = White **B** = Black **H** = Hispanic **TW** = Two or More **O** ­­= Other **U** = Unknown

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| **APPROVALS:** |
| 1 |       |  |       |  |       |
|  | Department |  | Date |  | Comments |
| 2 |       |  |       |  |       |
|  | Dean/Director |  | Date |  | Comments |
| 3 |       |  |       |  |       |
|  | Equity & Inclusion  |  | Date |  | Comments |

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**MINIMALLY QUALIFIED**

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| **GENDER/****RACE** |  | **NAME** |  | **REASON** |
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**NOT QUALIFIED**

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| **GENDER/****RACE** |  | **NAME** |  | **REASON** |
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