Applicant Flow Log

Complete one log per requisition, or export the same fields from your applicant tracking system. Self-identification data comes only from the candidate's voluntary form and must not be visible to recruiters or hiring managers making decisions. Store this log with restricted access.

REQUISITION DETAILS

Requisition number

Job title

Job group / EEO-1 job category

Location (establishment)

Number of openings

Date opened

Date closed or filled

Basic qualifications used to define applicants (objective, set before review)

Method used to limit the pool, if any (e.g. first 300 complete applications, random sample)

Recruiter

Hiring manager

APPLICANT ENTRY (ONE PER APPLICANT)

Applicant ID (not name, where your system allows)

Date applied

Source

☐ Career site ☐ Job board ☐ Employee referral ☐ Agency ☐ Hiring event ☐ Internal
☐ Rehire ☐ Other

Meets basic qualifications

☐ Yes ☐ No ☐ Not reviewed (outside pool limit)

Sex (self-identified)

☐ Female ☐ Male ☐ Declined to self-identify

Race / ethnicity (self-identified)

☐ Hispanic or Latino ☐ White ☐ Black or African American ☐ Asian
☐ Native Hawaiian or Other Pacific Islander ☐ American Indian or Alaska Native
☐ Two or more races ☐ Declined to self-identify

Protected veteran status (self-identified)

☐ Protected veteran ☐ Not a protected veteran ☐ Declined to self-identify

Disability status (only if a current rule requires it; Form CC-305 was retired in 2026)

☐ Yes ☐ No ☐ Declined to self-identify

Date screened

Date assessed

Date interviewed

Date offered

Date hired / start date

Final disposition code

Disposition date

Disposition notes (job-related reason only)

DISPOSITION CODES

☐ 01 Did not meet basic qualifications
☐ 02 Not reviewed: outside the defined pool limit
☐ 03 Withdrew before screening

- [ ] 04 Did not respond to contact (two attempts recorded)
- [ ] 05 Not selected after screen: less qualified than others screened
- [ ] 06 Did not pass assessment (state the assessment and cut score)
- [ ] 07 No-show for interview
- [ ] 08 Not selected after interview
- [ ] 09 Withdrew after interview
- [ ] 10 Offer declined
- [ ] 11 Offer withdrawn after background check or other contingency
- [ ] 12 Hired
- [ ] 13 Requisition cancelled before decision

STAGE SUMMARY (COMPLETE WHEN THE REQUISITION CLOSES)

Total expressions of interest received

Total applicants (met the definition used for this requisition)

Applicants by sex and race/ethnicity

Interviewed by sex and race/ethnicity

Hired by sex and race/ethnicity

Protected veteran applicants and hires

Applicants and hires who self-identified as having a disability (if collected)

Lowest group selection rate ÷ highest group selection rate at each stage

Any stage below 80%: reviewed by, date and action taken