

Texas Department of Criminal Justice Applicant Flow Reporting Form

Human Resources Use Only	
EEOC CODE#: _____	
CLASS #: _____	
UNIT: _____	
DEPARTMENT: _____	
REGION: _____	
POSITION #: _____	

POSITION: _____ JOB POSTING #: _____

EXTENDED TITLE: _____ JOB POSTING DATE: _____

REGION: _____ UNIT/DEPARTMENT: _____

APPLICANTS		# of Apps.		# Qual. App.		Offered		Selected	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT
RACE	W – White								
	B – Black								
	H - Hispanic								
	A – Asian								
	P – Native Hawaiian/Other Pacific Islander								
	I - American Indian/Alaskan Native								
	M – Two or More Races								
SEX	Male								
	Female								
AGE	- 40								
	+ 40								

Detach the Applicant EEO Data Form from the State of Texas Application for Employment before the minimum qualification screener reviews the minimum qualifications. Place the coded Applicant EEO Data Forms at the back of the selection packet as per the checklist.

Human Resources Use Only: This section is to be completed by the Employment Section.

Position: State title

Extended Title: Working title, if applicable

Job Posting #: The position number, followed by unit or department two-letter code (ex. 009001BC).

Job Posting Date: The date the position was posted.

Region: Human resources region the vacancy is located or assigned.

Unit/Department: Location of vacancy

No shows, withdrawals, and applicants who provided incomplete race, sex, and/or age information on Personal Data Form are not counted anywhere on this form. This includes applicants who were unable to be contacted.

The chart below shows a breakdown of applicant sections, in the shaded areas, and what each section consists of:

# OF APPLICANTS	# OF QUALIFIED APPLICANTS	OFFERED	SELECTED
Selected	Selected	Selected	Selected
SubVac (Sub Vacancy)	SubVac (Sub Vacancy)	SubVac (Sub Vacancy)	SubVac (Sub Vacancy)
DECL (Declined)	DECL (Declined)	DECL (Declined)	
DS (Document Screened)	DS (Document Screened)		
NS (Not Selected)	NS (Not Selected)		
NSM (No Selection Made)	NSM (No Selection Made)		
NQ (Not Qualified)			
NQI (Not Qualified at Interview)			
LATE			
IE (Ineligible)			