

Guidelines on submitting the “Unclassified Applicant Log” and “Open Records Log”

Usually there is only one “Unclassified Applicant Log” turned in for a position. The committee only needs to submit a revised log if any new applications affects the finalist pool. For example:

- **If Position has a Rolling Deadline (OUF)**

If a new applicant can be classified as a “Tier 1” applicant, revised the log to include the new applicant. Write “REVISED” on top of the form.

List all applicants on the “Open Records Log” unless they have asked to be confidential.

Applicants that are finalists cannot maintain confidentiality and are to be listed on this log.

Please call the EAA office if there are questions.

- **If Position has a Definite Deadline:**

Applications received after the deadline date do not need to be reviewed and are not required to be listed on the “Unclassified Applicant Log.” However, a letter should be sent to the applicant informing him/her that the position is closed.

If the “Open Records Log” has not been submitted to the EAA office, record the applicant on the “Open Records Log”, indicating next to their name that their application came in after the closing date.

If the “Open Records Log” has already been submitted, nothing more needs to be done to the log.