

Pool Certification

The University of Missouri-St. Louis will review applicant pools in the hiring process of selected searches to certify that the diversity (i.e., ethnicity, gender, disability, veteran status) in the pool of applicants is representative of that in the workforce as reported in the most recent US Census.

Searches that receive pool certification include:

- Full-time Faculty
- Academic Administrators
- Staff in GGS 10 and above
- Any Job Group identified as 'under-utilized' in the [University's Affirmative Action Plan](#)

1. Unit determines whether the job posting requires a pool certification by reviewing the list above. If so, the unit follows the steps below.
2. Unit reviews applications.
3. After reviewing applications, the Unit forwards the complete list of candidates to HR (employment@umsl.edu – subject line, pool certification) with the reasons why each candidate was **not** selected to move forward.
4. Unit proceeds with scheduling interviews.
5. UMSL HR compares the list of applicants who will be invited for an interview for representation as compared to the most recent US Census.
6. UMSL HR shares information about the pool with the unit. UMSL HR also may request additional information or additional actions.
7. Unit responds to UMSL HR via email (employment@umsl.edu) with the additional information or actions as requested in Step 6.