**Procedure for Candidate Pool Reporting**

1. Department collects candidate information.

* Candidate acknowledgement letter is sent by department representative with a link to the COE self-reporting website:
  + Letter: <http://adaa.engin.umich.edu/wp-content/uploads/sites/22/2013/07/CoE-self-identification-ltr.pdf>
  + Self-reporting site: <https://docs.google.com/a/umich.edu/forms/d/1YwpeKtN7OOdTbOx5JvbQEvGZInGxyClYp4yDI2f2Qxk/viewform>
* ADAA (Jennifer Piper) sends information to departments as collected via self-identification form. Department completes candidate pool composition report, adding candidates to pool composition report that did not self-report.

2. The candidate pool composition report is reviewed by ADAA and provided to ADVANCE for data purposes.