

## SUGGESTED CHECKLIST FOR RECRUITING/HIRING PROCESS

### Recruiting Process

- Position was analyzed for underutilized groups (women or minority groups) based on data from the EEO/AA Office.
- Position vacancy announcement was reviewed to insure that the minimum qualifications and desirable qualifications are job related and are based on knowledge, skills, and abilities.
- Recruiting methods and selected advertising media are adequate.
- Position was advertised for at least 10-15 working days, as appropriate.
- If underutilization exists, affirmative action recruitment was carried out.
- Verified the advertising and clipped copies of published job announcements.
- If a casual hire is appointed after minimal recruiting due to exigency (such as lack of time), the hiring unit is notified that such appointment is contingent upon open recruitment.
- Applicant was informed of availability of campus security and crime statistics information.

### Hiring Process

- Applicant pool is adequate.
- All applications under consideration were received or postmarked by the closing date.
- Persons involved in the evaluation and interviewing process were briefed on:
  - \* search committee's charge
  - \* confidentiality of evaluating and interviewing
  - \* criteria for selection
  - \* position description
  - \* copy of advertisement
  - \* minimum qualifications (MQs)
  - \* desirable qualifications (DQs)
  - \* evaluation forms
  - \* unlawful or improper pre-employment inquiries
  - \* underutilized groups, if any
  - \* A9.540 procedures
  - \* recordkeeping
  - \* APT priority status requirements, if necessary
- Interviews are held in an accessible location, and accommodations are provided for individuals with disabilities, on an as needed basis.
- Reasons for non-selection are documented clearly so there is no doubt that the most qualified person is being recommended.
- Final selection is in accordance with the MQ and DQ ratings on the Online Form 17 and evaluation sheets.