Recruitment Process Checkpoints

Job Req.

HR/ EOEAA

Posting

Search Committee Initial Review

EOEAA Compliance Review #1

Phone Interviews

EOEAA Compliance Review #2

Campus Interviews

Recommend for Hire Yes/No

HR/EOEAA

Offer

1. Review Requirements & Preferences
2. Adequate Search Committee Representation
3. Recruitment Plan
4. Full Search Committee required to schedule & attend EOEAA Training/Charge Meeting

1. Screenshots of All Advertisements Placed
2. Open Meeting Notices
3. Meeting Notes
4. Screening Rubrics Used
5. Diversity of Applicant Pool vs Interview Pool
6. Non-Selection Reasons
7. Proposed Interview Questions

1. Open Meeting Notices
2. Meeting Notes
3. Screening Rubrics Used
4. Diversity of Interview Pool
5. Non-Selection Reasons
6. Proposed Interview Questions
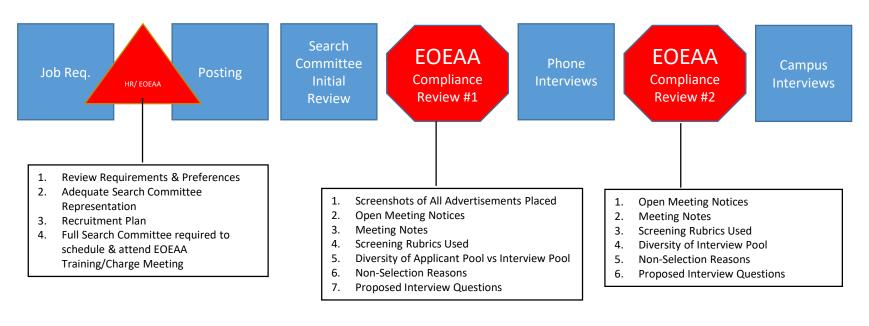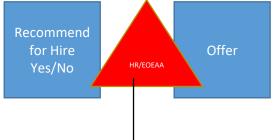
1. Review documentation of reasons for not recommend for hire
2. Ensure all search documents have been uploaded. Open meeting notices, meeting notes, screening tools & rubrics used, interview questions used, open forum presentations or documents, feedback collected, any other relevant records from search.