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.