

PROGRAMS TO ELIMINATE PROBLEMS & ATTAIN GOALS

Hiring Procedures

The *Procedures and Policies for Recruitment, Selection and Hiring*, developed by the Offices of Equal Opportunity, Diversity and Outreach (EODO and HR), outlines recruitment activity for selecting qualified individuals for administrative, faculty and staff positions at the University. One of the goals of these procedures is that hiring officials identify the EODO and HR staff and EEO Liaisons as technical assistants and not as regulators in the recruiting activity.

In order to provide greater access to qualified, protected category job applicants, the University subscribes to various professional journals and magazines as well as newspapers which advertise employment opportunities.

Procedures for hiring as noted in the “*Procedures and Policies for Recruitment, Selection and Hiring*” require review and approval by the EO/AA officer, or designee, at the following steps throughout the hiring process:

- The identification of positions of opportunity
- Strategy for recruitment and scope of the search
- Composition of the search and screen committee
- Training of the search and screen committee through its trained EEO Liaisons
- Approval of candidates to interview
- Review of interview questions (via EEO Liaisons)
- Selection of a final candidate and decision to extend a job offer

Any concerns raised during the hiring process are resolved prior to proceeding to the next step. It is anticipated that such monitoring of the employment process, as indicated above, will encourage and ensure that every effort is made to avoid underrepresentation of protected classes of individuals in any job category or position (*see Appendix A & B*).