

EEO/AA HIRING PROCEDURES FOR APT POSITIONS (UNIT 08)
Guidelines for the Chair, Search & Screening Committee

Position Title: _____ Position No.: _____

STEP	ACTION	COMPLETION DATE
1.	Confirm that the following have been completed: a. Affirmative recruitment: identify underutilized groups & ad published and verified in appropriate sources. b. Search committee comprised of a member from APT collective bargaining unit, women & minorities. c. Names & email addresses of Reviewing Official, Final Reviewer & Users forwarded to eeoaa@hawaii.edu for the online Form 17 system. d. Applications acknowledged and missing items requested. e. Names of APT priority applicants forwarded to Human Resources for verification.	
2.	Obtain copies of official ad and position description for search committee.	
3.	Contact eeoaa@hawaii.edu or 933-0824 to arrange for: a. EEO/AA briefing b. online Form 17 training.	
4.	Distribute and sign Confidentiality Agreement at initial meeting.	
5.	Define and establish guidelines for evaluating "equivalent training and experience", "related field", etc.	
6.	Prior to closing date or first review of applications, forward the following to eeoaa@hawaii.edu for review and approval: a. Interview questions b. Screening sheets (MQs and DQs) c. Evaluation sheets/rating scales d. Reference check questions	
7.	Following the approval of interview questions, etc., review applications.	
8.	Form 17: https://ww.pers.hawaii.edu/hres/ a. Enter recruitment Set Up data. b. Review and verify MQs and DQs c. Enter individual applicant information	
9.	Notify applicants whom the committee has determined absolutely and clearly do not meet the MQs that they are no longer being considered.	
10.	Select best qualified applicant and enter selectee in Form 17.	
11.	For review and approval of the selectee, forward the following documents to the Reviewing Official : a. Complete Search File: ALL applicant files including all application materials, evaluation/rating sheets, interview and reference check notes from all committee members, committee meeting minutes, all related correspondence, etc. b. Hiring Procedures for APT Positions c. Confidentiality Agreement d. Ads for the recruitment After review, hiring documents will be forwarded to Human Resources for final approval. Files will be returned to the search committee chair.	
12.	Notify all applicants who are no longer being considered.	

Retain all relevant documents related to this search for at least three (3) years from the date of employment: all applications submitted, copy of each job ad, minutes of committee meetings, applicant evaluation and rating forms, Confidentiality Agreement, EEO/AA Hiring Procedures for APT positions, interview questions and interviewee responses, copies of any related correspondence, and Form 17 Screening Summary of MQs and DQs. (For complete list see A9.540, 4.f. p. 9)

I certify that the EEO/AA procedures above were followed in the search and selection process.

Chair of Search Committee

Date