EEO/AA Briefing for APT Searches (v. 4.30.14)

I. Prior to the Committee Reviewing any Application
A. The Chair agrees to record the committee’s decisions and actions during the search process.
B. All committee members sign the Confidentiality agreement.
C. The committee develops and submits to EEO/AA for approval: interview and reference check questions and the rating matrix that will be used to evaluate applicants.
D. Committee reviews MQs & DQs and determines acceptable equivalencies to the stated qualification requirements; e.g. add 2yrs of required professional experience when a baccalaureate degree is not in the right field; add 2yrs of required professional experience to requirements when there is only an Associate Degree; or add 4yrs of required professional experience when an applicant has no post-high school educational degree. Student employment is generally not creditable as professional experience.
E. The receiver of the applications will divide them by incomplete or complete applications and applicants requesting APT priority employment rights. This person will input ALL applications to the online database; see UH Applicant Data System (Online Form 17) Procedures. The committee will not receive applications until part I.C. above is approved.

II. Evaluate First any Applicants Exercising APT Employment Rights for Bargaining Unit 8 Employees
A. If any applicant checks off either of the boxes on the application form (see exhibit below), the committee Chair must contact the HR office immediately to verify the applicant’s entitlements.
B. The committee determines if these applicants meet the MQs by both a document review and an interview.
   * There will be mandatory placement of qualified applicants who checked the first block in the box below or
   * When there are 3 or more qualified applicants who checked the second block.
   * A selecting official has the option of making a selection without reviewing applicants from outside the bargaining unit if there are one or two qualified applicants who checked the second block.

Check one of the following boxes if you are exercising employment rights in accordance with Article 10, BU 8 collective bargaining agreement (eligibility subject to verification by the hiring unit):

- [ ] I am being/have been relieved or terminated because of a lack of work or other legitimate reasons and have reemployment rights as outlined in Article 9, Employment Security.
- [ ] I am currently in the bargaining unit.

III. Candidate Evaluation Only information from applications, interviews and reference checks are admissible.
A. Application Review:
   1) Determine those candidates that meet all MQ; they are minimally qualified.
   2) Those who are minimally qualified are then rated on the DQ’s; the best will be interviewed.
B. Interview: Use only EEO/AA approved questions.
C. The Committee determines the best candidates based on applicants’ Application and Interview scores. Reference checks will be done for this group and must include at least one current or former employer.
D. Final Recommendations: Determine the overall best candidates after reference checks are completed. Send the committee’s recommendations to the selecting official with narrative comments on the knowledge, skills and abilities of each candidate. Ranking of the top group is preferred unless the selecting official has instructed the committee to do otherwise.

IV. Final Search Committee Actions
A. Input all scoring and results into the Online Form 17 database.
B. Make search documents available for review by the Reviewing and Approving Official, upon their request.
C. Deliver the following documents to the EEO/AA office for final review and processing: 1) Signed Confidentiality statement with original signatures; 2) The completed EEO/AA hiring procedures checklist with original signature; 3) All documents submitted by the selectee; and 4) Advertisements used in the search, e.g. journal ads, statewide newspaper ad (the page the ad appeared on).
D. Notify unsuccessful applicants after a selectee has accepted UH Hilo’s job offer.
E. The hiring department or activity must retain a file of all search committee materials either for a period of 3 years from the date of hire of the search’s selectee, or for a 5 year period in situations where the selection has been formally challenged such as a discrimination complaint.

Contact the EEO/AA office at 932-7641 for assistance and to also provide notice of changes in search status, such as a search cancellation, committee change, or position change.