GUARD AGAINST DISCRIMINATION AND BIAS

- Real or perceived. Common issues involve qualification requirements, search committee composition, interview questions and process
- Address conflicts of interest as a committee
- Restrict candidate evaluations to the application, interview performance, and reference checks only. Also allowable to use critique sheets for on-campus presentations.
- Reasonable accommodation.

MAINTAIN CONFIDENTIALITY

- Covers all actions and decisions during the process
- Contacts with applicants handled by Chair or designee

ADDRESS ISSUES IN TIMELY MANNER

- Contact our EEO/AA office on any questions, problems impacting your process, e.g. suitability, breaches, rules, etc.

**Find the best individual and be able to explain why that person is the best**

Procedural Rules

1. Develop and send to the Director, EEO/AA for approval the interview and reference check questions and the rating matrix that will be used.

2. Candidate evaluation
   a. Determine Qualifications using MQ and DQ factors
   b. Rating instruments: the application, interview performance and reference check
   c. Reach consensus as a committee

3. Identifying the best qualified candidate
   a. Provide rationale of how selectee is better than others.
   b. Should two or more candidates be equal in qualifications as the top candidates, contact the EEO/AA office on how affirmative action might be used as a tie breaker.

4. Document committee decisions and actions.

*All other things being equal, find the person who takes collaboration, complexity and ambiguity in stride.*

[ For Committee Chair]
SELECTION APPROVAL PROCEDURES

(after evaluations are completed)

1. Complete Online Form 17 with ratings and selection.

2. Present All selection materials to EEO/AA office for review and approval.

3. Reviewing Official electronically approves the selection in the online database.

4. EEO/AA electronically approves the selection in the online database.

5. Approving official electronically approves the selection in the online database. This will complete the Form 17 and its authorizations, allowing HR to act on the selection as soon as they receive it.

6. The selection action is delivered to HR for final review and approval.

7. Items required for HR selection approval: 1) signed confidentiality statement with original signatures; 2) completed EEO/AA hiring procedures checklist with original signature; 3) all documents submitted by the selectee; 4) the advertisements used in the search, to include the entire page that the ad appeared on; and 5) the search committee’s record of its decisions and actions during the search, including the reasons for selection.

8. Job offers can only be made after HR and subsequent Approving Official approvals. Contact the EEO/AA office if there is a declination and a selection change. 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.

For further assistance, contact the EEO/AA office at 932-7641.