

HIRING CHECKLIST

DATE: _____

TO: _____

RE: _____

FROM: Linda McCabe Smith, Associate Chancellor for Institutional Diversity

Prior to completing the review of the proposed request, the following area(s) need to be addressed.

Administration:

- ___ Need Dean's approval.
- ___ Needs Chancellor/Vice Chancellor/President approval.
- ___ Request for search waiver denied, need to advertise.
- ___ Request approved with the understanding that a search will be conducted before end of contract.

Recruitment Process:

(Advertising)

- ___ Application deadline too soon.
- ___ No "Research Classification Worksheet."
- ___ Stated requirements do not match the Principle Administrative Position Exemption (PAPE) form.
- ___ Stated requirements are too narrowly written.
- ___ Not an official title. Functional title can be used but must follow official title and be in parentheses.
- ___ Qualifications not appropriate for title used.
- ___ If ABD's considered, need statement regarding "will be hired at the rank of Instructor."
- ___ No approved PRF/PAPE attached.
- ___ Source of advertising is not clearly stated.
- ___ Recruitment sources are too narrow.
- ___ Recruitment area is too narrow.
- ___ Recruitment Strategies for Promoting Diversity form not included.
- ___ Recruitment Strategies for Promoting Diversity form not completed.
- ___ Proposed Search Committee does not include a racial/ethnic minority.
- ___ Proposed Search Committee does not include a female.

(Interview)

- ___ Not clear as to who is actually being interviewed.
- ___ Only one (1) applicant in the applicant pool – send verification on placement of ad.
- ___ Please provide Reason for Non-Selection codes for those not meeting minimum qualifications.
- ___ Reason why female and/or minority in top ranking will not be interviewed is not included.
- ___ Rationale for interviewing the selected candidates over female and/or minority applicants are not clearly explained and/or documented.
- ___ Other: _____

(Hire)

- ___ Rationale for hiring the selected candidate(s) over female or minority not supported by this office.
- ___ Other: _____

(Other)

