HIRING CHECKLIST

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)
___ ____________________________________________________________________________________

(Rev. 1/17/2014)