

# EEO Program Review Self-Assessment | Recruitment

## Recruitment | Posted Salary Range and Initial Offer

**Guidance:** The posted salary range and initial offer of compensation should be developed to ensure internal equity with similarly situated current employees.

**Testing:** Was the posted salary range and initial offer of compensation developed to ensure internal equity?

## Recruitment | Equal Employment Opportunity Tag Line in Job Postings

**Guidance:** All job postings and advertisements must include the approved university EEO tagline.

**Testing:** The approved university EEO tagline was included in all job postings and advertisements, including those outside of Workday.

## Recruitment | Required Recruitment

**Guidance:** Steps must be taken to proactively recruit females, ethnic/racial minorities, individuals with a disability, and veterans for all open positions.

**Testing:** Were actions taken to recruit females, ethnic/racial minorities, individuals with a disability, and veterans for open positions?

## Recruitment | Recruitment Efforts: Records Retention and Impact Assessment

**Guidance:** All actions taken to recruit females, ethnic/racial minorities, individuals with a disability, and veterans must be documented and assessed for effectiveness and impact.

**Testing:** Each effort was documented and the documentation includes the date of activity, targeted demographic(s), contact for activity, and impact (was it successful, will it be repeated, etc.).

## Recruitment | Applicant Tracking

**Guidance:** All applicants for job postings must be identified and tracked through the recruitment and selection process. Including the date of application, progress within the selection process, and rationale if they did not advance. **Note:** This information must be maintained in Workday.

**Testing:** There is a record for every applicant including the date of application, progress within the selection process, and rationale why they did not advance further.

## Recruitment | Applicant Materials: Record Retention

**Guidance:** All application materials (e.g., application, CV, resume, writing materials) must be gathered and retained for each applicant, in accordance with the University's Records Retention Schedule.

**Testing:** The application/CV/resume/writing materials were retained for every applicant in accordance with the University's Record Retention Schedule.

## **Recruitment | Application Evaluation: Record Retention**

**Guidance:** All applicant evaluation documentation (e.g., interview matrices, evaluations, official notes) must be gathered and retained for each applicant, in accordance with the University's Records Retention Schedule.

**Testing:** The applicant evaluation documentation was retained for every applicant in accordance with the University's Record Retention Schedule.

## **Recruitment | Disposition Codes**

**Guidance:** All applicants must be assigned disposition codes in Workday to identify their final stage in the selection process and why they did not advance further.

**Testing:** All applicants were assigned disposition codes to identify their final stage and why they did not advance further.

## **Recruitment | Position Description Review**

**Guidance:** Prior to posting a position, the hiring manager and/or search committee must review the position description to ensure all minimum requirements (e.g., education, physical, mental, experience) are clearly identified and directly related to essential functions. Position descriptions should also be reviewed for other potential EEO barriers, such as coded language, unnecessary requirements, and excessive "preferred" qualifications.

**Testing:** Position descriptions were reviewed prior to the request to post a position and the essential functions were clearly identified, unnecessary or "nice to have" requirements were removed, and all physical, mental, experiential, educational, and other minimum requirements were needed to complete an essential function.

## **Recruitment | Voluntary Diversity Recruitment Goals**

**Guidance:** Ensure voluntary recruitment goals were **not** developed for applicant and/or interview pool compositions.

**Testing:** Was it confirmed that the manager or search committee did NOT develop voluntary diversity recruitment goals for the position to be filled?

## **Recruitment | Post-Hire Applicant Pool Review**

**Guidance:** The diversity of the applicant pool cannot be reviewed prior to a position being filled. However, once a position has been filled the hiring manager/search committee should review the diversity of the pool at each stage in the selection process to identify potential barriers to EEO. If a potential EEO barrier is identified, it should be investigated and remedied if applicable. OIE can provide guidance on this process.

**Testing:** After the position was filled, was the diversity of the pool reviewed at each stage in the selection process to identify potential barriers to EEO? If any potential barriers were identified, were they investigated and remedied as appropriate?