

EEO Program Review Self-Assessment | Selection and Hiring

Selection and Hiring | Training

Guidance: All employees/faculty directly involved in a hiring and selection process must complete the AA/EEO Recruitment and Selection Basics course once every twelve months.

Testing: Did all employees/faculty directly involved in identified hiring and selection process complete the required training in the last 12 months?

Selection and Hiring | Identification and Remedy of EEO Barriers

Guidance: The hiring manager and/or search committee must review the selection process to ensure it does not contain barriers to EEO for any members of a protected class.

Testing: Did the hiring manager or search committee review the selection process to ensure it did not contain any barriers to EEO for any members of a protected class and remedy any barriers identified?

Selection and Hiring | Search Committee Diversity

Guidance: The search committee members should be reflective of diverse professional and life experiences.

Testing: Was the search committee reflective of diverse professional and life experiences?

Selection and Hiring | Consistent Interview Format

Guidance: The interview process must provide a consistent interview format and experience for all applicants (e.g., the number and format of interviews, the type of questions asked, etc.).

Testing: Did the established process provide a consistent interview format and experience for all applicants (e.g., the number and format of interviews, questions asked, etc.)?

Selection and Hiring | ADA Accommodations

Guidance: All applicants must be made aware that the university supports reasonable ADA accommodations and provided instructions on how to request accommodations for the selection and hiring process.

Testing: Were clear instructions provided to all applicants on how to request reasonable ADA accommodations in at least one of the selection and hiring communications?

Selection and Hiring | Evaluation Criteria

Guidance: The hiring manager or search committee must develop nondiscriminatory evaluation criteria and apply them consistently to all applicants at each step in the process. The evaluation criteria must directly relate to the essential functions of the role.

Testing: Did the hiring manager or search committee develop nondiscriminatory, job-related evaluation criteria and apply them consistently to all applicants at each step in the process?

Selection and Hiring | Interview Questions

Guidance: The hiring manager or search committee must review the interview questions to ensure they are all related to the essential function of the job, are not biased, and do not intentionally or unintentionally solicit information about an applicant's protected class status.

Testing: Were the standard interview questions reviewed to ensure they were job-related and non-discriminatory?

Selection and Hiring | Requested Written Statements from Applicants

Guidance: If a written statement was requested/required from the applicants as part of the application process, the evaluation criteria should be based solely on the applicants' job-related experiences, qualifications, and behaviors; not their demographics.

Testing: Were requested statements job-related and non-discriminatory?

Selection and Hiring | Applicant Resources

Guidance: All resources or support (e.g., funds for travel, preparing for interviews and answering questions, etc.) for the selection and hiring process must be equally available and offered to all applicants who are at the same stage.

Testing: Were all resources and support equally available and offered consistently to all applicants who were at the same stage?

Selection and Hiring | Compliance Self-Check

Guidance: Evaluation criteria, interview questions, documentation and rubrics should all be related to the essential functions of the role, constructed prior to the initiation of the selection process, and applied consistently to all applicants.

Testing: Were evaluation criteria, interview questions, and rubrics related to the essential functions of the role and constructed prior to the initiation of the selection process and was a consistent interview process provided to all applicants (i.e., the number and format of interviews, questions asked, etc.)?

Selection and Hiring | Applicant Evaluation

Guidance: All applicants in the same search must be evaluated using consistent and equal evaluation criteria (number/types of interviews, questions asked, evaluation rubrics, etc.) without regard to their demographics. Hiring managers and search committees are responsible for ensuring no preferences are given to applicants based on their demographics.

Testing: Were applicants in the same search evaluated using consistent and equal criteria and without regard to their demographics?

Selection and Hiring | Applicant Advancement

Guidance: The most qualified applicants must be advanced to the next step at each stage in the process, without regard to their demographics.

Testing: Was the most qualified applicant(s) advanced at each stage without regard to their demographics?

Selection and Hiring | Reference Checks, Inquiries, & Information

Guidance: Reference checks should be performed consistently and equally for all finalists and only seek information related to the applicant's prior demonstrated ability to complete the essential functions of the role and transferable skills and experience.

Testing: Did the hiring manager or search committee conduct the reference checks consistently and equally and ensure the information sought in reference checks was related to the applicant's ability to complete the essential functions of the position?

Selection and Hiring | Pre-Employment Tests

Guidance: Pre-employment tests must be related to the essential functions of the role and pre-approved or administered by the Office of Legal Affairs (OLA) and/or Office of Human Resources (OHR).

Testing: If a pre-employment test was administered, was it related to the essential functions of the role and pre-approved or administered by OHR?