

WORKSHEET FOR DEPARTMENTAL USE IN PREPARING RECRUITMENT MATERIALS

This worksheet contains a checklist of actions and documents that must be completed for recruitment of academic appointees. For more detailed information, please see "[A Guide to Conducting an Open Recruitment and Preparing Related Reporting Forms.](#)"

1. Before a recruitment is initiated, ensure that funding for the position is available from one of the following sources:

_____ Unfilled	_____ Temporary	_____ Approved	_____ External
Permanent/ Designated FTE	FTE	Use of Released Funds	Sources

2. Open Recruitment or Waiver of Open Recruitment Process:

- a. Open Recruitment

Unless an academic appointment is exempt from the open recruitment process, the following forms must be submitted to the Office of Academic Diversity and Equal Opportunity (OADEO) in order to implement and document an academic recruitment.

_____ Recruitment Plan: The Recruitment Plan identifies recruiting strategies and provides advertisement text; it is originated by the department, reviewed by OADEO, and approved by the dean.

(Note: On receipt of applications, it is highly recommended that departments send the Supplement to Application Form to all applicants via email. This form enables applicants to voluntarily provide information on their gender, ethnicity, and how they learned of the open position. This information is used to complete the reports listed below.)

_____ Recruitment Assessment Report: This report documents outreach efforts and displays the resulting applicant pool. It is originated by the department, reviewed by OADEO, and approved by the dean. The Assessment Report is completed only for General Campus and SIO ladder-rank faculty recruitments.

_____ Recruitment Selection Report: This report displays the final applicant pool, seriously considered candidates, and the proposed candidate and provides the selection statement. It is originated by the department, reviewed by OADEO, and approved by the dean. The Selection Report is required only for General Campus and SIO ladder-rank faculty recruitments.

_____ Compliance Report: This report displays final applicant pool, seriously considered candidates, and the proposed candidate, documents outreach efforts, and provides the selection statement. It is originated by the department, reviewed by OADEO, and approved by the dean. A Compliance Report is required for all SOM, Library, and UNEX recruitments, and for all General Campus and SIO non-Ladder-Rank faculty recruitments.

- b. Waiver of Open Recruitment Process

_____ Waiver Request: Under certain circumstances, a waiver of the open recruitment process may be granted. A letter originated by the department requests waiver of Affirmative Action and Equal Opportunity (AA/EO) policy and provides justification for the appointment; the request is reviewed by OADEO and approved by the dean.

3. Once an appointment candidate is selected, employment eligibility should be verified.

Verify whether the candidate is: U.S. Citizen _____ Non-U.S. Citizen _____

If candidate is non-U.S. citizen, what is the type of visa? _____ Visa expiration date: _____

Does visa allow compensation for services? _____