

OEO CONSIDERATIONS FOR ALL EMPLOYMENT SEARCHES

THE RECRUITMENT AND HIRING PROCESS

STAFFING OVERVIEW SESSION, JULY 2013

RECRUITMENT

- Make the pool as broad as possible by developing a recruitment plan.
 - o Consider advertising in diversity related publications (Diverse Issues in Higher Education, etc.).
 - o Make sure we are providing our listings to agencies that deal with persons with disabilities and military veterans.

INTERVIEW

- Consistency for each candidate
 - o Same basic questions
 - o Same time frame
 - o Same tours, explanations and demonstrations
 - o Treat internal candidates the same as external ones
- Core questions in the interview process
 - o Avoids the problem of favoring one candidate over another
 - o Provides consistency
 - o Allows for better note taking during interviews
 - o Can ask questions to follow up on information that is offered.
- There are certain things that are not appropriate or legal during the interview process. Refer to the Interview Question and Inquiry Guide.

SELECTION

- Select best qualified candidate based only on qualifications and experience.
- You must be able to justify your decision on legitimate non-discriminatory grounds.

OVERALL PROCESS

- Document everything from the search committee to the hiring decision.
 - o Utilize OHS for this purpose.
- Retain records according to policy.
- Call OEO if you have any questions or concerns about interview questions that can be asked or making accommodations for persons with disabilities in the interview and selection process.