

Search Documentation

- Form I
- Form II
- Interview questions, criteria used to include or exclude applicants from the interview process, reasons for choosing the selected candidates.
- Applicant Tracking Form
 - ✓ List names of applicants (identified by ERHR)
 - ✓ List of names of applicants who have been identified as candidates the department wants to interview.
 - ✓ List of reasons the department did not select an applicant for an interview and a candidate for the position (particularly minorities and females).
 - ✓ List of references
 - ✓ Reference checked by ERHR.

Search Committees

- Should contain at least 3 persons
- Committee should be diverse (minorities and females). If the department is unable to identify diverse committee members from within the department, then it should look outside the department for individuals who will add diversity and value to the committee. Said individual(s) should be someone who will/may have interaction with the person selected for the position.
- The search committee will be responsible for documenting the process it used to select candidates for interviews including providing reasons why others were not selected.

Advertising/Recruitment Sources

- ERHR must retain a copy of all advertising materials (includes copy of newspaper ad, copy of Employment Center posting, copy of postings on other websites, and length of time posted in each newspaper and on each site).
- Each department must advertise in at least one diversity oriented resource. Positions in job groups that show an underutilization of women and/or minorities will be required to advertise in two or more targeted diversity resources. A list of possible sources will be provided on the UHR/UEO website. Departments may also identify other diversity sources, but they must be approved by UEO.
- Diversity advertising for job groups that have an underutilization of females and/or minorities should be targeted toward the underutilized group as identified in the UA Affirmative Action Plan.

Search Waivers

- Search waivers may be granted for the following reasons: one-step in-line promotions (title and salary), reassignment/transfer, title change, reorganization of the unit, spousal hire, FTE changes, and other special circumstances.
- Visiting appointments that were filled through an open and competitive search may be waived into a permanent position with the approval of UEO. If at the time a visiting position is advertised, the department has reason to believe the position will become permanent, it should say so in the job postings. Visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 4 years.
- The department must provide justification for making the position a visiting appointment (grant funded, short-term project, etc.)
- Academic Hourly appointments may not be waived into a permanent academic professional position. (Department must conduct at least a local search).

University Administration – Search Guidelines

- Promotions
 - ✓ Title must be approved by ERHR.
 - ✓ ERHR must submit a copy of the preferred candidate's resume with the search waiver form.
 - ✓ ERHR must submit a copy of the old and revised organization chart.
 - ✓ Employee must clearly meet the qualifications for the position
 - ✓ Department must provide an explanation of why the candidate was selected over similarly situated employees (those with the same/similar title and equal or similar qualifications - particularly minorities/females). Requires that the department identify and consider others who also qualify for the position.
 - ✓ Must consider whether there is a goal for the Job Group in which the employee is being promoted. If a goal exists, department must provide an explanation of why similarly situated female/minority candidates were not selected.
 - ✓ Must indicate whether the position that is being vacated will be filled.

Academic Professional Appointments Not Requiring EEO Approval

- ✓ New positions (regular or visiting) with an FTE less than 50%.
- ✓ Organizational number change only (no change to duties, title, FTE, or salary).