

Academic Professional Search Checklist

- Position description written (new or revised positions)
- PAPE approved
- Position notice/posting completed and submitted with FORM I to UEO
- Position advertised nationally, allowing at least 3 weeks to a month to apply
- Search committee met and reviewed affirmative action goals
- Selection criteria established
- Personal contacts made inviting women and minorities to apply
- Letters of acknowledgment and Equal Opportunity Information Request Forms sent to each applicant by hiring unit
- Search committee evaluated pool of candidates for adequacy in qualifications, size and diversity
- Additional recruitment to achieve diverse pool (if needed)
- Applicants evaluated by applying consistent selection criteria, determining pool of candidates who met criteria and could be considered for interview
- Conducted interviews of best qualified candidates
- Nominated best qualified candidate for hire by submitting FORM II to UEO