

STAFF RECRUITMENT AND SELECTION FORMS

Several of the standard forms used in connection with staff personnel actions are relevant to the institution's EEO/AA program. These forms are discussed below.

1. Staff Position Questionnaire (Form A). This form is completed for all existing and all newly created staff positions. Its purpose is to identify the essential functions of a position and the minimum qualifications required of a person hired to fill it. Review of this form by the Office of Human Resources helps insure that stated qualifications are job-related and objective. The form is also used in screening applications during the hiring process.

2. Position Authorization and Recruitment Form (Form B). Before a position vacancy can be filled, the hiring department/unit must obtain approval to recruit, utilizing this form. The form calls for a brief position description and a statement of minimum qualifications, along with those qualifications that are desired but not required. This information is used in advertising the position and screening applicants. Approval by the Office of Human Resources involves its verification that only job-related, objective requirements have been stipulated for the position. A supplemental form, completed by the Office of Human Resources, summarizes the advertising plan and lists applicants considered with relevant EEO/AA classification information for each one.

3. Application for Employment (Form C). All persons considered for appointment to staff positions at the University must complete this form. An application may be obtained in the Office of Human Resources during working hours, downloaded from the Human Resources web site, or, upon request, by mail. A completed application is referred to a hiring department/unit when the applicant meets the minimum qualifications of the position being filled. Applications are maintained in an active status for six months.

4. Recruitment Analysis Form (Form D). Applicants are requested to fill out this form at the time they complete their Application for Employment. The Recruitment Analysis form is maintained separately from the employment application and is not used in the selection process. Its purpose is to provide a data base for the University's analysis of recruitment and

employment patterns, which is done to determine how these processes may be improved with respect to EEO/AA objectives.

5. Screening and Interviewing Report (Form E). This card accompanies each application submitted to the hiring department/unit for review. It is then completed with respect to each applicant by the “reviewing manager” (*i.e.*, the individual in the department/unit responsible for making or recommending the hiring decision). The use of this form in the selection process is one means of facilitating and monitoring the hiring department’s compliance with EEO/AA policy.