EEO/AA Search Report Preparation Guidelines

**Actual Search Efforts – Advertisements tab** (To demonstrate Planned Search Efforts are complete or amended)-

- Include efforts as stated in the Search Plan or any deviation from it. Provide a brief overview of the search area, including but not limited to, efforts to attract a diverse pool of Applicants, and the extent to which the efforts were successful in achieving a broad and inclusive pool.

- Include any outreach efforts to underrepresented groups, associations or organizations with a focus on the Affirmative Action Goals and/or underrepresented groups in the field of the study.

**Interview Materials – Documentation tab** (Provide an overview of the search and evaluation process to demonstrate an equitable hiring practice) –

Department prepares a “Selection Process Overview” PDF for upload:

- Describe the process the department took to determine the selected Finalist (*Proposed candidate*) for the position. Include any change or deviation from the Selection Process as stated in the Search Plan.

- What selection criteria and/or evaluation tools did the department use as metrics for the evaluation?

- How were the finalists for interview selected? Were all Candidates interviewed as proposed in the approved Short List Report? (*Senate-level recruitments*)

- How were campus visits conducted? Did visits include talks or opportunities for each candidate to teach a class or give a lecture (*Senate-level recruitments*)?

- How was the selected candidate ultimately chosen (e.g., faculty vote process and outcome)?

Supporting Documentation should include, as applicable:

- Interview Questions
- Itineraries for all Candidates’ visits
- Announcements of talks for all Candidates

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