

EEO/AA Search Report Preparation in UC Recruit Guidelines

Actual Search Efforts – *Advertisements tab* (demonstrate that Planned Search Efforts have been completed or amended) – *required for Shortlist Report in Senate searches; for Search Report in Non-Senate searches*

- Describe advertising and outreach efforts. Explain any deviations from Planned Efforts, if applicable. 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.
- If any ad evidences do not include the Red Binder Diversity Statement or the required Office of Federal Contract Compliance Programs (OFCCP) Equal Employment Opportunity tagline, explain why it is missing from the posted ad text.

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

Department prepares a “*Search Process Summary*” PDF for upload:

- Describe the process used to determine the Proposed Candidate. Include any changes or deviations from the Selection Process as stated in the Search Plan.
- What Selection Criteria and/or evaluation tools did the department use in its evaluation of applicants? For example, did the department use a scoresheet or survey form to collect feedback about applicants? Who provided feedback? At what evaluation stage was feedback collected? Uploading of completed formal evaluations is recommended. In any case, records should be retained for a period of five years.
- If there were Conflicts of Interest, such as those which can occur in connections between applicants and department or committee members, how were these mitigated to ensure fair hiring practices?
- How many applicants were identified for Shortlist status (Recommend for Interview)? How and why were these Candidates selected over other qualified applicants in the pool? Were all shortlisted Candidates interviewed as shown in the approved Shortlist Report? (*Senate-level*

recruitments only) Describe and upload any review processes and/or approvals which occurred outside of UC Recruit.

- How were interviews conducted: in-person, over Skype, Zoom, or phone (*Non- Senate searches*)? Describe whether interview format varied between candidates and why, if applicable
- How were campus interviews conducted (if applicable)? Was there an initial screening for long-shortlisted (Serious Consideration) candidates and if so, how were they screened? Did campus interviews include job talks, meetings with faculty, deans, and/or grad students, opportunities to teach a class or give a lecture, department-hosted lunches/dinners (*Senate-level recruitments*)? If any interviewees within the search did not participate in one or more of the activities, please explain.
- How was the Proposed Candidate ultimately chosen? Was there a departmental vote (usually *Senate searches*) and how was it conducted? If the selection was made by a search committee, how did the committee arrive at the decision?

Supporting Documentation should include, as applicable:

- Interview Questions
- Formal evaluative documentation (e.g. feedback sheets, candidate evaluation tools)
- Outside-the-system review documentation
- Itineraries for all Candidates' visits
- Candidate Job Talk Flyers/Announcements

Last updated April 2019