

Search Report Preparation - 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 broad pool of Applicants.
- ❑ If any ad evidences do not include the 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 non-discriminatory hiring practices)

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 four 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?
- ❑ Was there an initial screening for long-shortlisted (Serious Consideration) candidates and if so, how were they screened?
- ❑ How were interviews conducted: in-person, over Skype, Zoom, or phone (*Non- Senate searches*)? Describe whether the interview format varied between candidates and why, if applicable.
- ❑ 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 campus interviews conducted (if applicable)? 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
- Itineraries for all Candidates' visits
- Candidate Job Talk Flyers/Announcements
- Candidate evaluation forms, scales, and templates used in each round of review
- Spreadsheets or summary reports of committee scores or assessments
- Summary of overall graduate student input provided to the committee
- Templates and/or summaries of department student and faculty surveys/questionnaires provided for candidate job talks
- Any narratives or memos written to Deans or department chairs that summarized the strengths of semi-finalists and finalists (outside-the-system review documentation)

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