

University of Idaho Recruitment and Hiring Documentation

In order to fulfill federal Equal Opportunity and Affirmative Action requirements for documenting recruitment and hiring processes, it is necessary to document all recruitment efforts, why and when applicants fall out of consideration, and why an applicant is chosen for hire. **This information is intended for all those who work with recruitment and hiring processes, including search committee members.**

Documenting Recruitment Efforts: Document all additional recruitment & advertising efforts beyond the centralized advertising provided by the University. We encourage you to use the additional advertising section in PeopleAdmin for this purpose and/or a recruitment and advertising documentation form.

Interview Phase: Applicants must show in their application materials that they meet all minimum requirements of the position before they are selected for interview. Document applicant dispositions in a timely manner before requests for interviews are made. Before moving applicants forward for interview, please move applicants no longer being considered to “Does Not Meet Minimum Qualifications,” or “Not Interviewed, Not Hired.” Applicants held in reserve may be left “Under Review.” Upload a document containing the reasons they are held in reserve based on their qualifications into the posting documents section in PeopleAdmin.

Hiring Phase: When submitting a hiring proposal, provide strengths and weaknesses for all interviewed candidates, not just those selected for final interview, based on their qualifications, the interview, and reference checks. Include a justification explaining why the selected candidate was chosen for hire, and indicate if there are other candidates who could be hired if your first choice declines. Upload this document into the hiring proposal documents section in the hiring proposal. I am attaching a table that can be used to determine strengths and weaknesses based on qualifications in preparing a comparison and justification for hire. The template can also be found at the following link under templates:
<http://www.uidaho.edu/human-resources/equal-employment-opportunity-affirmative-action/recruitment-and-hiring/information-for-search-committees>

Completing the Search: Place all candidates into their final dispositions before marking the search hired, failed, or competed no emails. This information is a necessary part of the search documentation.

Based on federal guidelines for documentation, Workforce Diversity will be returning requests for posting, interviews, and hiring proposals that do not contain the information needed for appropriate review.