

ATS DATA ENTRY CHECKLIST

- ___ Do you have an Approved Position Authorization Form (PAF)?
- ___ Do you have an Approved Results Oriented Job Description (ROJD)?

REQUIRED DOCUMENTS:

- ___ Who is on your **search committee**? Is there gender diversity?
- Search Committee:
Josie Vandal, Director – Search Chair (F)
Bubba Joe, Student (M)
Joe Bob, Program Specialist (M)
- ___ Where will you **advertise**? *Note: There are requirements specific to Human Right Access and Inclusion.
- | | |
|------------------------|---------------|
| ___ Statewide coverage | ___ Journals |
| ___ National coverage | ___ Listservs |
- ___ Include budget number for charges.
- ___ If you will do the advertising indicate so in this note section.
- ___ Do you have a list of the **Interview Questions** to be used?
- ___ No – Enter: “Will be developed and submitted for approval prior to request to interview.”
- ___ Yes – Copy and paste the interview questions.
- *remember to avoid discriminating questions or questions that are not specific to the position.
- ___ **Screening Forms**
- Should **only** include the minimum and desired qualifications and information supplied through an approved questionnaire. Do not include any additional information.

SCREENING NOTES:

- ___ Do they meet the **minimum requirements** of the position?
- PASS. Enter: “Meets Minimum Qualifications”
- FAIL. Enter: Does not possess which specific minimum qualification.
- *Do not include qualifications the applicant does not meet that are desired qualifications or if the search committee has determined they do not wish to interview but candidate still possesses all of the minimum qualifications.

INTERVIEW NOTES:

- ___ Interview? Use terminology such as strong, very strong and list the corresponding qualification only.
- ___ Reserve? Use terminology such as good, very good and list the corresponding qualification only.
- ___ No? Use terminology such as little to no and list out the corresponding qualification only.

OFFER NOTES:

- ___ Offer? Use terminology such as strong, very strong, very good and list out the corresponding qualifications or information related to approved interview questions. *Remember to differentiate the difference between the ranked candidates to offer by using strong, not as strong, etc.
- ___ No? Use terminology such as little to no or not as strong as the top candidates and list out the qualifications or information related to approved interview questions.