University of Idaho Recruitment and Hiring Documentation

This information is intended for all those who work with recruitment and hiring processes including search committee members. 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.

Documenting Recruitment Efforts: Document all recruitment & advertising efforts including the centralized advertising provided by the University, and add this information to the search file.

Interview Phase: Applicants must show in their application materials that they meet all required qualifications 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, move applicants no longer being considered to “Does Not Meet Required Qualifications” or move them to “Not Interviewed, Not Hired” and select a reason for their non-selection in PeopleAdmin. Applicants held in reserve may be left “Under Review.” For those marked “Does not meet required qualifications,” upload a document in the Posting Documents page containing which required qualifications those who are not moved forward do not meet. For those left under reserve, indicate why they were not moved forward, and use the position qualifications for comparison with those who are moved forward.

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. You may also use the Strengths and Weakness table found on this web page to document 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.