

HIRING CHECKLIST

1. Send copy of advertisement to the Human Resources Department for review and approval and receive the following materials:
 - EEO cards to mail with acknowledgement letters to all applicants
 - Mailing labels for sending position announcement to minority institutions
2. Ensure a national search by placing advertisement where it will reach the largest possible audience of qualified persons, i.e., *The Chronicle of Higher Education*, professional listservs, professional and minority publications. Plan strategies to reach women and minority applicants.
3. Send each applicant an EEO data card along with the departmental letter acknowledging receipt of the application materials.
4. Contact the Human Resource Office at 831-5421 prior to extending an offer to an international candidate.
5. Ensure offer letter is sent by hiring authority and copy is placed in the departmental file of selected candidate.
6. Notify all applicants by letter when position is filled.
7. Submit EEO Recruitment Plan, EEO Selection Report, List of All Applicants, and a copy of the published advertisement to the Human Resources department when position is filled.
8. Maintain applicants' folders with all application materials and documentation pertaining to the selection process for three years.