

UNIVERSITY OF OREGON
Unclassified Search Process

Affirmative Action Compliance Statement for Regular Search

Posting #	
OAAEO Use Only	
Census Code	
Job Group	

Title and rank of position being filled _____ Annual Salary _____

Period of appointment _____ Appt. % (Actual FTE) _____

Name of Selected Candidate _____

Chairperson of selection committee _____

A. SELECTED CANDIDATE DEMOGRAPHIC INFORMATION: (to be completed by OAAEO)

- Gender*: Male Female
- Ethnic Group/Race of selected candidate*:
- | | |
|---|---|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> American Indian or Alaska Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> White |
| <input type="checkbox"/> Multi-Ethnic | |

Source of Identification _____

*Regulations require that, for affirmative action reporting only, all employees be identified by gender and race/ethnicity (unknown is not an option).

SECTION B and C (to be completed by department/unit)

B. APPLICANT DATA:

TOTAL NUMBER OF APPLICANTS _____

(Include all who applied even if they applied late, had incomplete materials, withdrew, or didn't meet minimum qualifications)

C. SEARCH DOCUMENTATION:

Review the following checklist to ensure that all required actions and documentation have been taken or are attached. Missing attachments may delay processing of paperwork.

- RTO and Compliance Statement signed by appropriate Dean or Director
- Background check (if required) – attach "cleared" email from HR or indicate that paperwork has been sent to HR
- Signed employment application attached
- Attach application materials for selected candidate (CV/resume, cover letter, letters of recommendation, supplemental questions, etc.)
- Attach list of outreach/advertising sources with dates advertisements placed/communications sent or include copies of advertisements or confirmation of placements
- Confirm that position/title is the same as advertised
- Confirm that rank is appropriate for the candidate and position
- If salary is above or below the range advertised or approved in the NAPO, attach a justification memo outlining the compelling reasons for the higher or lower salary
- When selected candidate is a UO graduate student, confirm submission of the petition for concurrent faculty/student status
- For OA positions, attach a list of all applicants' names and addresses (city and state sufficient and may be included as part of selection process documentation described below)
- Attach candidate selection process documentation including:
 - Identification of all job seekers (including those received after review has begun, incomplete applications, or those otherwise not considered)

- A brief narrative of the steps taken in the review process (e.g. all applicants with complete files were screened to see if they met minimum requirements, those meeting the requirements were scored, the committee met to deliberate on those with the 15 highest scores, 10 were selected for phone interviews, three were brought to campus for interviews, and an offer was made to one candidate, etc.)
- A statement of job-related reasons for selection of applicant being offered the position (be sure to confirm that advertised minimum position qualifications have been met for the selected candidate).
- Identification of candidates who declined an offer of employment
- Job-related disposition (reason for not being hired) identified for all remaining candidates - this can take the form of an applicant log spreadsheet, composite scoring/rating matrix, an elimination reason/code followed by names of all candidates eliminated for that reason, or other format that works best for your search. For candidates not meeting advertised minimum requirements, please specify the requirement not met (e.g. no/inappropriate degree, less than required experience, etc.) or be sure that your internal documentation contains that information. All candidates interviewed (by phone, Skype, campus visit) need to be identified as such.
- Copies of any scoring tools/selection criteria used and not already included or documented above
- Identification of all job seekers who self-identified as veterans/disabled veterans and included documentation of their status, along with an explanation of the methodology used to apply the "veterans' preference" at each step of the review process (if met minimum requirements). This includes verification of an interview for those documented veterans meeting minimum requirements.
- Where multi-year appointment is requested and allowed, attach a justification memo outlining the reasons why the multi-year contract is requested. (The multi-year contract request can be made in the internal comments for tenure-track appointments only.)

For Tenure-Related Faculty Also:

- Include a copy of the offer letter
- Ensure that the terms of the Request to Offer (RTO) match the offer letter
- Include contract comments re: salary increases and timing of the major review

Questions: Human Resources 541-346-3159
Office of Affirmative Action and Equal Opportunity 541-346-3123
Unclassified Personnel Services 541-346-3348

DEPARTMENT _____

SIGNED _____ **DATE** _____

(Department Head)

SCHOOL, COLLEGE, OR ADMINISTRATIVE UNIT _____

SIGNED _____ **DATE** _____

(Dean/Director)

AFFIRMATIVE ACTION OFFICE:

Comments: _____

SIGNED _____ **DATE** _____

(Director, Affirmative Action)