CHRS supplemental steps to EEO Toolkit process

Updated: 12/09/2022

As CHRS is the system of record for tenure-track and full-time faculty searches it is important that action be taken within the CHRS system at several points during the EEO Toolkit process.

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Step 13 - EEO Toolkit task: Search Committee Chair (with assistance from Department Coordinator) initiates the CHRS Recruiting process by submitting the EEO-certified Position Announcement to CHRS

- CHRS task: Department initiates CHRS Job Card (Advertisement) approval process by uploading the EEO-certified Position Announcement to CHRS (Use Dept. Chair or Dept Coordinator Job Card Guide)

Step 17 - EEO Toolkit task: Part 2 EEO Document Review in OnBase.

- CHRS task: Department chair or coordinator uploads the approved Part 2 EEO documents to the Job Card in CHRS.

Step 20 - EEO Toolkit task: After application deadline closes, Search Committee begins initial screening of applicants using the EEO-certified rubric and scoring metrics...Applicants must have ALL of the required qualifications to advance to the next stage of screening."

- CHRS task: Applicants who do not have ALL of the required qualifications should have their status in CHRS changed to **Does not meet minimum qualifications** (Use Changing an applicant's status Guide)

Step 22 - EEO Toolkit task: After secondary screening of applicants (step 21) Search Committee Chair sends "Letter of Elimination," via CHRS, to those applicants deemed to be "not qualified" after the initial screening

- CHRS task: Applicants who do not have ALL of the required qualifications and those who scored too low on required and preferred qualifications should have their status in CHRS changed to **No Longer being Considered**. Send these applicants Letter of Elimination. (Use Guide on How to bulk communicate)
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Step 23 - EEO Toolkit task: Search Committee seeks approval of interview list from Dean and conducts Phone/Zoom interviews using the EEO-certified questions and scoring metrics

- CHRS task-Update applicants status using the following:
    - Invite for Phone/Video Interview (manual process. change in status only)
    - Phone/Video Interview Accepted (manual process. change in status only)
    - Phone/Video Interview Declined (manual process. change in status only)
      or,

- EVENT - Invite for Phone/Video Interview - CHRS will email the candidate on your behalf (example)
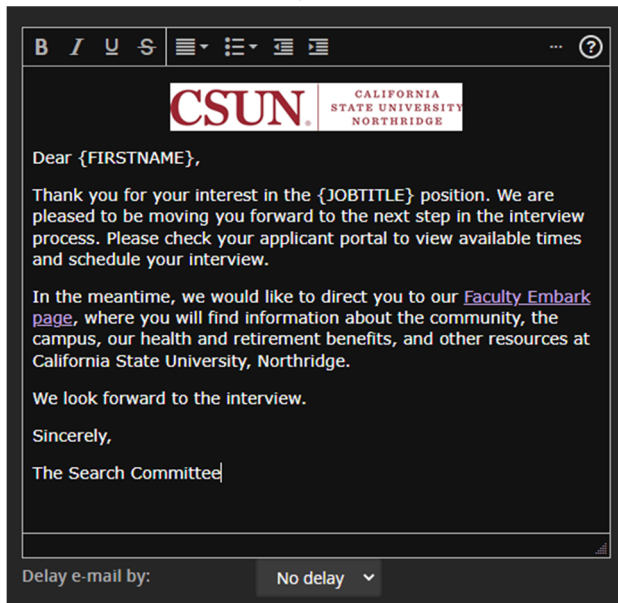
- EVENT - Phone/Video Interview Event Accepted
- EVENT - Phone/Video Interview Event Declined - CHRS will email the candidate on your behalf (example)
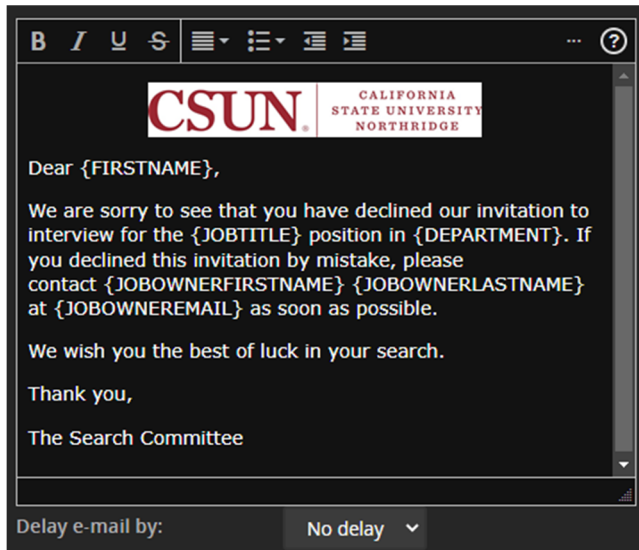
- Phone/Video Interview Successful
- Phone/Video Interview Unsuccessful

Step 24 - EEO Toolkit task: Search Committee reviews and scores Letters of Recommendation

- CHRS task: If applicable and if not submitted with application - Applicant status change to Automated Letter of Recommendation Requested (email example)

Step 27 - EEO Toolkit task: Search Committee Chair notifies department faculty of short-list of candidates for On-Campus visits

- CHRS task: Update candidate status
  - On Campus Interview Invite
  - On Campus Interview Accepted
  - On Campus Interview Declined

Step 28 - EEO Toolkit task: Search Committee Chair sends out 'Letter of Elimination' to those applicants who did not make the On- Campus Visit list.

- CHRS task: Applicants who do not make it to the on-campus interview stage should have their status in CHRS changed to **No Longer being Considered**. Send these applicants Letter of Elimination using bulk communicate function.

Step 30 - EEO Toolkit task: Search Committee meets to tabulate the rubric scores of the candidates interviewed on campus and update the Applicant Master Tracker spreadsheet. The top scoring candidates are designated as Finalists.

- CHRS task: Update candidate status to
  - On Campus Interview Successful
  - On Campus Interview Unsuccessful

Step 31 - EEO Toolkit task: The Search Committee conducts Reference Checks for Finalists

- CHRS task: Update candidate status to
  - Reference Check - To Be Done Before Formal Interview
  - Reference Check Successful - Move after reference checks are complete
  - Reference Check Unsuccessful - Move here if checks unsuccessful

Step 39 - EEO Toolkit task: Dean notifies successful candidate (either by phone or email) about "contingent" offer, pending a successful background check by HR, and negotiates salary with candidate

- CHRS step: Update candidate status to
  - Conditional Offer Made
  - Conditional Offer Declined

Step 40 - EEO Toolkit task: Department Chair submits request to HR to begin background check on candidate and waits for background check clearance

- CHRS step:

Step 41 - EEO Toolkit task: Submits the hire packet through CHRS for processing of the official offer.

- CHRS step: Initiating the Offer Card and Upload documents by changing applicants' status to Prepare Offer (example).

EEO approved Recruitment Record/Search Report Documents:

- ✓ Recruitment Record Certification form
- ✓ Position Announcement
- ✓ Recruitment and Advertising Plan
- ✓ Applicant Screening Master Tracker spreadsheet and HIRE packet to CHRS

Hire Packet Documents (attach checklist as page 1 of hire packet):

- ✓ Full-Time Faculty Requisition/PAR

- ✓ Original SC-1 Form
- ✓ Moving and Relocation Expenses Reimbursement Authorization Form
- ✓ moving.com estimate
- ✓ Current Resume/Vita & Cover Letter
- ✓ Background Check Clearance– Include confirmation email from HR
- ✓ CPCs written recommendation (Tenure-Track hires/Lecturer to TT only)
- ✓ Original Transcripts of Highest Degree
- ✓ Visa Requirements

Step 42 - EEO Toolkit task: Search Committee Chair sends last 'Letter of Elimination' to those Finalists who were interviewed but did not get the offer

- ▪ CHRS task: Applicants who were interviewed but did not get the offer should have their status in CHRS changed to **No Longer being Considered**. Send these applicants Letter of Elimination.