Interview Approval – Faculty and Staff Searches

When you are ready to submit your search to ODE for interview approval please make sure:

☐ Proactive recruitment efforts to cast a broad net and fulfill the good faith requirement have been made.

☐ Recruitment efforts must include sources beyond HuskyHire and the contractual University advertising such as The Chronicle, Inside Higher Ed, DIVERSE and HERC.

☐ All recruitment efforts and sources are entered in Recruiting Solutions.

☐ All applicants are ranked using the Interview, Qualified, and Unqualified disposition codes.

☐ All candidates ranked “Interview” will be offered an interview (initial interview can be via phone or Skype etc... or in person).

☐ UCPEA applicants meeting the minimum qualifications and having indicated their UCPEA membership on application materials are ranked “Interview” and offered an interview.

☐ Applicants ranked as “Interview” met all minimum qualifications.

☐ All “Qualified” applicants met the minimum qualifications. For each applicant, the preferred qualification(s) that the applicant has NOT met are checked off.

☐ For each “Unqualified” applicant, the minimum qualification(s) that the applicant has NOT met are checked off.

☐ Applicants that submitted an incomplete application have a disposition code of “Unqualified” and the disposition reason indicates the incomplete application.

☐ All Qualified and Unqualified applicants have either qualifications NOT met checked or a comment explaining their disposition code.

☐ Additional comments are entered for the applicants where an explanation is necessary in addition to the qualification check boxes.

☐ All applicant dispositions:
  - Correspond to the qualifications in Recruiting Solutions and the job description.
  - Do not overlap between the different rankings (Ex: “Interview” and “Qualified” applicants do not lack the same preferred qualifications.)
  - Are concrete, objective, and detailed and do not contain feelings, emotions or broad general statements.
  - Do not contain discriminatory or subjective language.
  - Do not contain second hand knowledge.
Amended Interview Approval

When submitting an amended request for interview approval (additional “Interview” candidates or changing “Qualified” applicants to “Interview”) please make sure:

☐ The “Qualified” applicant(s) moving to “Interview” are the most qualified.
☐ The applicants’ disposition codes are changed to “Interview” in Recruiting Solutions.
☐ All new applicants have disposition codes and the boxes of qualifications NOT met are checked accurately.
☐ All dispositions follow the guidelines above.