

Equal Opportunity Coordinator's Checklist

Position

Advertised:

Department:

Coordinator:

Date(s)

- OEOD approval of Search Committee membership _____
- Charging party met with Search Committee _____
- Search Committee reviewed position description _____
- OEOD approval of position description _____
- **(Do not submit until approved by Committee and Charging Party)**
- OEOD approval of recruitment plan _____
- OEOD approval of screening instrument(s) _____
- OEOD approval of interview questions _____
- OEOD approval of applicant pool (including demographics) _____
- OEOD approval of "short list(s)" _____
- OEOD approval of interview list _____
- OEOD approval of recommendation to Charging Party _____
- OEOD approval of offer _____

Individual proposed for position:

Reason for non-hire:

Individual proposed for position:

Reason for non-hire:

Individual hired:

Coordinator signature:

OEOD approval:
