Quick Reference Guide: EO Considerations with Hiring Proposals

Purpose: To highlight the importance of completing the assessment of the applicants and candidates by finalizing ratings, scoring, and statuses and creating a summary of interviews and all appropriate documents to close out the search.

Before Starting the Hire Proposal

1. Once the successful candidate has been identified, all other candidates and applicants need to be reviewed and put in their final rating, workflow status, and reason.
   a. **Note:** Applicant and Candidate ratings and reasons can change based on the competition of the screening process. A candidate selected for final interview request, could have entered the interview with an "A" rating, but after the interview the hiring official/search committee could determine that the candidate didn't not demonstrated "A" rating experience and/or knowledge and change the rating to a "B".
2. Applicants who were in a status of Second Tier, must be changed to "Not Selected for Interview and the appropriate reason code**.**
   a. **Note:** Moving these applicants into an inactive status, does not bar the hiring official/search committee from interviewing at a later time, in the event that the candidate declines the job offer.

Hire Proposal Documents

1. Once the hire proposal is started, certain information will need to be attached to help document how the candidates were assessed after the final interviews.
   a. **Summary of Interviews**
      i. Summary of Interviews are required for Non-Classified, Faculty and any position with an interview candidate that met the requirement of Arkansas Veterans Preference Consideration.
         1. **Note**: Best practice is to upload a summary of interviews for Classified postings as well. During a Classified Hiring Proposal Review by OEOC, the department may be asked to supply a Summary of Interviews.
      ii. In the Summary of Interviews, provide a brief narrative that illustrates how **each** of the candidates performed during the interview. Ensure any statements made are related solely to the work that will be performed and the hiring manager's or search committee's assessment of the candidate's abilities from their answers to interview questions. Do not include any statements based on protected class information age, race/color, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic

information, sexual orientation or gender identity. Narratives can include information about their interest in the position, demeanor, and communication skills. Explain how the department came to the decision to select or not select the candidates being interviewed.

1. **Note**: Be certain that your decision to hire is based solely on the requirements of the job. Summary of Interviews should not just have the name of the selected candidate or use phrases like "good fit" as an explanation. Be prepared to explain how you came to the decision.

iii. The summary of interviews should clearly state why the candidates were or were not selected for interview.

1. **Note**: In the event that the hiring official/search committee attached assessment sheets for all candidates interviewed, there should be a narrative attached as well that summarizes the interview and clearly identifies why the selected candidate is being considered for employment.

b. AVP Consideration

i. Interview summaries for Arkansas Veterans' Preference candidates who are not selected for hire need to have a statement regarding how the candidate was given AVP consideration and why they were not selected for hire even with this consideration.

2. **Other Documents**

a. Salary Equity Review

i. As part of the review process, the salaries being offered will be reviewed to ensure that incumbent employees in similarly situated positions are receiving fair compensation compared to those in similar positions. The hire proposal review includes determining salary equity (fair and justified compensation for positions) and salary compression (identify compression issues and informing the department of any concerns) so that they can be adequately addressed or a plan put in place by the hiring official.

1. **Note**: In the event that a department is aware of any salary equity or compression issues prior to submitting the hire proposal, they are free to attach a justification to be reviewed.

Closing the Search – Document Retention

1. Once the successful candidate has been identified and accepts the offer for employment, the department must retain all the search documents for a minimum of three (3) years from the date the person selected begins employment, unless under review and then documents must be maintained until informed otherwise.

a. Recordkeeping is the most important part of the search. As a federal contractor, the university is subject to the federal rules and regulations enforced by the Office of Federal Contract Compliance Programs (OFCCP).

Documents which must be retained, if not identified in PeopleAdmin 7 are:

    a. Name of the hiring official
    b. Names of the committee chair and members
    c. Minutes of committee meetings
    d. Record of efforts to diversify applicant pool
    e. References
    f. Screening criteria
    g. Correspondence to applicants
    h. Interview questions, notes, summary evaluations, and rating sheets
    i. Information regarding reasonable accommodation, if provided

- The electronic position description, advertisement, applications and resumes of all applicants, and offer letters are stored on the central server; therefore, departments need not keep paper copies unless their unit or college requests they do so. Any materials sent by applicants directly to the department or to external sites (e.g. writing samples, portfolios) should be maintained by the department in the search file.
- Most relevant documentation will be maintained through the PeopleAdmin 7 system. All other hiring documentation used throughout the hiring process must be maintained by the hiring department for minimally three years, unless under review.