Greetings!

In an effort to streamline the search process, Diversity and Employment Practices has modified some steps. These modifications increase the accountability of the Search Committee in conducting fair and equitable searches consistent with UW Regulation 1-3, Equal Employment Opportunity/Diversity Program.

Here are some of the most noticeable and important changes:

- The Search Chair will be responsible for confirming that all members of the search committee complete the mandatory OFCCP training before reviewing any applicant materials.
- Minimum qualifications must be clearly identified in the job ad and are required for all searches. These should be basic, few in number and can be answered with a “yes” or “no” response when completing the matrix. There are no point values assigned to these criteria. Applicants who do not meet all of the minimums are to be removed from further consideration.
- Preferred qualifications are not required, but if the job ad lists only minimum criteria, departments will likely need to conduct initial interviews with all candidates who meet those criteria. Scores are required but comments are optional.
- Comments will only be required for the Search Results form.
- An Applicant Pool Summary form will only be required for the initial round of interviews. Committees must still obtain approvals for subsequent interviews from the departmental or college supervisory chain as per departmental policy. For all interviews, however, search committees must maintain documentation reflecting how candidates were evaluated relative to the criteria published in the ad.

Search process documents have been updated on the website (www.uwyo.edu/diversity), including a Word version available for download. Please review these documents for a complete list of the changes to the process. The sample matrix has been updated to reflect the new process and a completed sample is also available, showing how the matrix should look after candidates have been evaluated. In an ongoing effort to clarify the steps in the process, a Search Process FAQ and Matrix FAQ have also been added.

Searches that are already underway may continue using the previous guidelines or begin using the revised process now. New searches should use the revised process, as it will be required for all searches after the end of the Fall semester.

We understand that departments may have questions or concerns about the revised process. Please call 766-3459 if you need assistance or would like clarification.

Thank you,

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Director