

# Conducting a Fair and Equitable Search -At a Glance

The Office of Diversity, Equity and Inclusion

University of Wyoming

The University is committed to equality in opportunities in hiring, professional development, and career advancement. Furthermore, diversity and internationalization are key values for the University as we move to implement “Breaking Through: 2017-2022, A Strategic Plan for the University of Wyoming.”

## Key Components of a Fair and Equitable Search Process

- ❖ Prepare your area for recruiting diverse faculty and staff
  - Identify and discuss your goals for the position: Why is diversity relevant for your area? What voices are currently missing? How are you keeping up with new/emerging fields in your discipline, departmental best practices, etc?”
- ❖ Assemble a diverse search committee- consider race, ethnicity, age, gender, and any underrepresented groups for your area or discipline.
  - Communicate to all committee members the goals and expectations for the search process.
- ❖ Craft a clear, well written position announcement, including minimum and desired/preferred qualifications.
- ❖ Advertise broadly and creatively (use resources available through ODEI).
- ❖ Discuss, prior to reviewing applications, how each criteria will be evaluated- consistency is key.
- ❖ Evaluate all candidates on how they have contributed to diversity, equity, and inclusion in their previous and current positions and their potential contributions to these at UW.
- ❖ Interview fairly and consistently.
  - Consider accessibility of interview locations. Be mindful of using phone and/or video conferencing.
  - You may NOT ask any questions related to a candidate’s race, color, ethnicity, national origin, religion, gender, sexual orientation, political persuasion, disability, age, ancestry, marital status, or family or childcare issues. Pay special attention to unstructured time that search committee members spend with candidates.
  - Review the requirements for the Veterans Interview Preference.
- ❖ Consider and be aware of implicit biases and assumptions and common evaluator errors.
- ❖ Be forward thinking regarding onboarding and welcoming strategies for new colleagues.

## Resources for Search Committees

- ❖ **Office of Diversity, Equity, and Inclusion:** [www.uwyo.edu/diversity/epo/hiring](http://www.uwyo.edu/diversity/epo/hiring)
  - Search Committee Handbook: *Conducting a Fair and Equitable Search*– **MUST REVIEW**
  - Resources for Diverse Talent Acquisition- Listing of diverse recruitment resources
  - Information on process, exceptions, etc.
- ❖ **Human Resources:** [www.uwyo.edu/hr/workforce-management](http://www.uwyo.edu/hr/workforce-management)
  - Hiring Toolkit including new employee orientation information, guides to writing job descriptions, etc.
  - HRMS User Guides and PeopleSoft assistance
- ❖ **Academic Affairs:** [www.acadaffairs/policies/employment](http://www.acadaffairs/policies/employment)
  - Employment policies and procedures for Academic Personnel
  - Academic Job titles
  - Offer Letter Templates
  - Information regarding spousal hires, sample faculty job descriptions, etc.

# The Online Academic Search Process -At a Glance

[www.uwyo.edu/hr/hiring-toolkit/faculty-and-ap-searches](http://www.uwyo.edu/hr/hiring-toolkit/faculty-and-ap-searches)

## Step 1: The Position Request

- Obtain all internal/departmental approvals required by your division or college. This should also include obtaining a position number and approved funding information for the position.
- Submit an Academic Position Request through PeopleSoft HRMS (see the [Academic Position Request User Guide](#). PeopleSoft is accessible through [WyoWeb](#)).
- Once this position request is approved electronically, Human Resources ([jobapps@uwyo.edu](mailto:jobapps@uwyo.edu)) will create a Job Opening within PeopleSoft HRMS and post the advertisement on the UW Website.
- All search committees MUST schedule a consultation or attend an information session with the Office of Diversity, Equity, and Inclusion. Call 307-766-3459 or email [diversity-epo@uwyo.edu](mailto:diversity-epo@uwyo.edu) to schedule.
- Make sure all search committee members have completed [OFCCP Training](#).

## Step 2: The Job Opening

- Once the Position Request is approved, a job opening will be created by Human Resources. The Search Committee Chair/delegate needs to enter all search committee members into the job opening within PeopleSoft HRMS to ensure access to application materials as candidates begin applying online. See the [Job Opening User Guide](#).
- When the position closes, the Search Committee may review application materials and screen applicants. See the simple [User Guide for Viewing Applicant Materials](#) for search committee members.
- Search Chair (or delegate) will mark desired candidates for interview via the Job Opening in PeopleSoft HRMS and email a scoring matrix to the Office of Diversity, Equity, and Inclusion's Diversity Specialist ([diversity-epo@uwyo.edu](mailto:diversity-epo@uwyo.edu))
- See [Matrix FAQ](#) and [Sample matrix](#) for additional guidance.
- The interview request must be approved before interviews can commence.
- Second round interviews may also be requested via the Job Opening in PeopleSoft HRMS (no matrix required).
- Once top candidates are determined, the Search Chair (or delegate) may indicate those acceptable for hire in order of preference via the Job Opening in PeopleSoft HRMS and email a second/final scoring matrix to the Office of Diversity, Equity, and Inclusion's Diversity Specialist ([diversity-epo@uwyo.edu](mailto:diversity-epo@uwyo.edu))

## Step 3: The Job Offer

- Once a verbal offer is agreed upon, a draft offer letter may be created and submitted for approval.
- Offer letters should use a template approved by Academic Affairs. Approved templates are found at the bottom of Academic Affairs' [Hiring Academic Personnel page](#).
- Once drafted, the offer letter and offer amount should be emailed to Human Resources at [jobapps@uwyo.edu](mailto:jobapps@uwyo.edu). HR will input this information into PeopleSoft HRMS and this will go through electronic approvals.
- Once approved, HR will initiate the hiring process which includes a background check.