

Conducting a Fair and Equitable Search: At-A-Glance

Department of Human Resources

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 department/unit for recruiting diverse faculty and staff
 - Identify and discuss your goals for the position: Why is diversity relevant for your department/unit? 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/advertisement, including minimum and desired/preferred qualifications.
- ❖ Advertise broadly and creatively.
- ❖ The Search Committee will 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 if this is a criteria listed in the advertisement.
- ❖ 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, gender identity and expression, 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 [Veteran Preference](#) for an interview.
- ❖ 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

- ❖ **Human Resources – [Hiring Toolkit](#):**
 - Hiring Toolkit including new employee orientation information, guides to writing job descriptions, etc.
 - HCM User Guides
 - Search Committee Handbook: *Conducting a Fair and Equitable Search*– **MUST REVIEW**
 - Information on process, exceptions, etc.
- ❖ **Academic Affairs – [Hiring Resources](#)**
 - Policies and Procedures
 - Academic Personnel
 - Graduate Education
 - Student Success

The Online Academic Search Process -At a Glance

Step 1: Requisition

- 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 a Requisition through HCM (see the [Benefited Requisition QRG](#)).
 - Within the requisition, the Hiring Manager or person completing the requisition will need to Search enter all search committee member names into the recruiting team section of HCM to ensure their appropriate access to application materials as candidates begin applying online.
- Once the requisition is approved electronically, Human Resources will post the advertisement on the UW Website. If you are interested to see where else HR posts your position, visit our "[Where are Jobs Posted](#)" page.
- All search committees MUST review the [Search Committee Workshop video](#).
- All search committee members MUST complete the [HCM Recruiting System Access](#) Training, which includes the required OFCCP Training.

Step 2: Collection of Applications

- Once the position closes or reaches the application deadline and review date, the Search Committee may review application materials and screen applicants. See the simple [Benefited Candidate Selection Process & Offer QRG](#) for search committee members.
- Once the search matrix has been finalized by the committee, the Search Chair (or delegate) will email the matrix to the Employment & Staffing Partner in HR for review and approval to proceed with interviews.
 - See [Matrix FAQ](#) and [Sample matrix](#) for additional guidance.
 - The interview request must be approved before interviews can commence.
 - Reference Checks may be completed at this step
- Second round interviews will go through the same process outlined above, the Interview Evaluation tab of the matrix needs completed, and the matrix sent to the Employment & Staffing Partner in HR for review and approval to proceed.
- Once the top candidate(s) are determined, the Search Chair (or delegate) will complete the Final Candidate Selection tab of the matrix and send the matrix to their Employment & Staffing Partner in HR for final review and approval.
 - Once approved, the department can start verbal negotiations with the top candidate.

Step 3: Job Offer

- Once a verbal offer is agreed upon, the Hiring Manager will need to work with the Employment & Staffing Partner in HR to kick off the background check and start the process to [Create the Job Offer](#).
 - Offer letters should use appropriate templates configured in the HCM system.
 - Once the offer is electronically drafted, the offer and letter will be submitted for final review and approvals through the VP/Provost.
 - Once approved, HR will electronically extend the offer and work with the Hiring Manager to finalize the hire.