



**INDIANA UNIVERSITY
NORTHWEST**

Academic Recruitment Guide 2011-12

IU Northwest - Office of Affirmative Action and
Employment Practices
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What is Electronic Recruitment Authorization?

In an effort to streamline and create an easier way to process the submission of recruitment authorization forms, the Office of Affirmative Action in conjunction with the Office of Academic Affairs and Office of Human Resources, have adopted a group of electronic documents for use by IU Northwest departments.

This process was originally developed by IU Bloomington's Office of Affirmative Action in conjunction with the Dean of the Faculties to create a group of electronic documents for use by IU departments, which allows them to present their information in an easy to use and thorough fashion.

How the Process Works

Recruitment Authorization information is electronically routed to the appropriate School / RC, Office of Affirmative Action, Office of Academic Affairs, Chief Financial Officer and Office of Human Resources for review, approval and /or action as appropriate.

The files are stored electronically and allows for retrieval for reference at any time; much like how EPIC operates, so does electronic recruiting. The appearance and actions are similar – the exception being that only particular individuals are authorized to initiate, review, approve, or deny documents.

The following information explains the various tools and steps needed to assist you in using this system as it is tailored for the Northwest campus.

Electronic Routing

Routing - To expedite the review process of authorization documents, the university implemented a workflow engine that electronically routes documents for review. All documents follow the same path:

***Initiator > School/RC > Office of Affirmative Action >
Academic Affairs >Chief Financial Officer > Human Resources***

After documents have been “final” approved by Academic Affairs and Affirmative Action, an acknowledgement will be sent back to the Initiator and School/RC level to let them know the document has completed its travel.

Accessing e-Docs

During the life of the e-Doc, it can be accessed via the:

- 1) **Action List** – While being routed for approval or acknowledgement, the approver or acknowledger will need to access the document from their Action List.

The Action List contains all the docs from the various university systems that use *Workflow*. Users of HRMS, Purchasing, and other systems should already be familiar with its use.

Your Action List can be accessed in a variety of different ways, but the most common and convenient way is to use the Action List link that is located at the top right of the **OneStart Portal**.

From the Action List you will be provided with information about the type of document, the action being requested of you (Approve or Acknowledge), who created the document, and when it was created.

Clicking on the *Document ID* will open the document so that you may take action on it.

- 2) **Document Search** – When the document is no longer in your Action List or after it has completed its workflow path, the document can be accessed from Document Search. Again, this is similar to other workflow documents that users may already be familiar with (i.e., EPIC). However, for Recruitment Documents an added level of functionality was added to increase the usefulness of the document search.

It is recommended that users use the document search link provided in the Academic Position Search channel. Using this link will provide you with two additional fields to search on – the OAA number and the Department specified on the document.

This will help narrow down the search results set and aid in finding the right document. Once you have found the document that you want, clicking on the Document ID will open the document. NOTE: Using document search, the document can only be viewed; no changes, deletions, or additions are allowed.

Routing Controls within e-Docs

Route Controls – All of these specialized documents contain the same route control buttons for the Initiator, the person creating the document.

“Route” will move the document on to the first route level approver at the School/RC level.

“Save” will save the documents to the initiators Action List; from there the Initiator can open the document and “Route” or “Cancel” it.

“Cancel” terminates the current document and deletes it from being created.

“Return to Previous” returns the document to the previous route level. The document can be edited and rerouted.

Approvers – the “Route” and “Cancel” buttons are replaced with “Approve,” “Disapprove,” or “Return to Previous.” Approving a document will route it onto the next approver at that level or onto the next level. Disapproving the document will finalize it as Disapproved and send Acknowledgements to anyone that has approved the document up to that point. “Return to Previous” returns the document to the previous route level. The document can be edited and rerouted.

Workgroups – At each approval level, workgroups are used. The workgroup will contain a set of approvers that will all receive the document for approval. Once one person from the group has approved the document, it will be removed from the Action List of the rest of the group.

Terminology Key

| Term | Designation |
|----------------------------------|--|
| Administrator | Dean, Director, Department Chair, etc. |
| AFAC | Affirmative Action and Employment Practices, Office of |
| EA | Equity Advisor |
| eDoc | Electronic Document |
| EVCAA | Executive Vice Chancellor Academic Affairs |
| Hiring/Selection Official | EVCAA or VC |
| Initiator | Person designated to initiate the e-Doc |
| VC | Vice Chancellor |

Search Committee Quick Check

| No. | Description | Action | Responsible | Complete |
|----------|---|---|--|---|
| 1 | Search & Screen Committee Initial Set-up | <p>Receive authorization to hire</p> <p>Consult with Affirmative Action and the EVCAA on the proposed AD and the Search & Screen committee make-up to ensure ethnic and gender diversity (send an email with committee list and proposed AD for review and approval) and to request an Equity Advisor.</p> <p>The role of the Equity Advisor is to ensure that diversity and equity are considered in all aspects of the search and screen process, in accordance with Indiana University policies and equal employment opportunity laws.</p> <p>Access <i>Academic Position Search</i> tab in OneStart and complete Vacancy Notice e-Doc. (complete required information and provided attachments: approved AD and Recruitment Plan; please note that since the recruitment plan is attached, there is no need to complete the recruitment and publication boxes on this e-doc)</p> <p>NOTE: PRINT VACANCY NOTICE PAGE FOR DOCUMENT # REFERENCE</p> <p>Complete Waiver Request e-Doc in OneStart, if necessary</p> <p>Create New or Revise/Utilize existing Position Description</p> <p>Create New or Revise/ Utilize existing Essential Position Functions Worksheet</p> | <p>Notification received from Hiring/Selection Official (Executive Vice Chancellor Academic Affairs or, other Vice Chancellor)</p> <p>Administrator / Chair/ Initiator</p> <p>Initiator</p> <p>Administrator</p> <p>Committee Chair / Department Input</p> <p>Committee Chair / Department Input</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

| | | | | |
|----------|--------------------------------------|--|--------------------------|--------------------------|
| 2 | Committee Responsibilities | Schedule & conduct first committee meeting upon recruitment approval | Committee Chair | <input type="checkbox"/> |
| | | Review/Understand recruitment process and requirements | Committee | <input type="checkbox"/> |
| | | Analyze Affirmative Action Plan Data/Initiatives | Committee | <input type="checkbox"/> |
| | | Create the print advertisement language based on position description | Committee | <input type="checkbox"/> |
| | | Create Initial Screening form based on print advertisement | Committee | <input type="checkbox"/> |
| | | Designate person to send Applicant Monitoring Form (via e-mail or U.S. Mail) | Committee | <input type="checkbox"/> |
| | | Establish process for managing rumors, confidentiality issues, requirements/expectations | Committee | <input type="checkbox"/> |
| | | Ensure Equal Employment Opportunity | Committee | <input type="checkbox"/> |
| | | Adhere to evaluation criteria as stated in position description | Committee | <input type="checkbox"/> |
| | | Evaluate candidates based on job-related criteria and standards | Committee | <input type="checkbox"/> |
| | Complete Vacancy Notice e-Doc | Committee Chair / Designee | <input type="checkbox"/> | |

| | | | | |
|----------|---|--|-----------|--------------------------|
| 3 | Committee Chair & Search Member Responsibilities for | Ensure applicant files are complete | Committee | <input type="checkbox"/> |
| | | Recruitment Plan contains steps to recruit under-represented groups | Committee | <input type="checkbox"/> |
| | | Equity Advisor and Affirmative Action Officer utilized as resources | Committee | <input type="checkbox"/> |
| | | Contacted organizations for under-represented groups to notify of vacancies in the field | Committee | <input type="checkbox"/> |

| | | | |
|------------------------------------|---|-----------|--------------------------|
| Affirmative Action | Request referrals from identified individuals for members of under-represented groups | Committee | <input type="checkbox"/> |
| Employment Plan Initiatives | Identify & implement strategies for making personal contact with prospective applicants via professional networks, colleagues, etc. | Committee | <input type="checkbox"/> |

| | | | |
|---|--|-------------------------------|--------------------------|
| 4 Review & Screening of Applications | All applicants received Applicant Monitoring Form | Committee's Designated Person | <input type="checkbox"/> |
| | Committee reviewed complete applicant files. | Committee | <input type="checkbox"/> |
| | All committee members reviewed all applications and materials. | Committee | <input type="checkbox"/> |
| | Applications screened based on job-related criteria. | Committee | <input type="checkbox"/> |
| | Screening criteria applied equally to all applicants. | Committee and Equity Advisor | <input type="checkbox"/> |
| | Second screening tool – telephone interviews used. | Committee | <input type="checkbox"/> |
| | Documentation of review process, results, screening instruments, notes, maintained with search file. | Committee Chair | <input type="checkbox"/> |

| | | | |
|---------------------|--|-----------------|--------------------------|
| 5 Interviews | Note: Best Practices! Set up an OnCourse site for the search position to store candidate vitas. Committee members and Director of Affirmative Action will have access to the site. | Committee Chair | <input type="checkbox"/> |
| | Complete Interview Request e-Doc and provides to Affirmative Action, written reasons (use Applicant List form) specific to the published qualifications, in regards to rejected applicants. | | |
| | Upon approval of interview by approving officials, invite candidates for a campus interview. | Committee | <input type="checkbox"/> |

| | | |
|---|-----------|--------------------------|
| Develop and consistently use a set of job-related core questions at each interview. | Committee | <input type="checkbox"/> |
| Sell IU Northwest to the applicant during campus visit/interview. | Committee | <input type="checkbox"/> |
| Established opportunities for faculty, staff, & students to meet with each candidate, one-on-one, or in groups. | Committee | <input type="checkbox"/> |
| Candidates, if required by the committee, gave seminar and/or teaching demonstrations. <i>Demonstrations may be videotaped.</i> | Committee | <input type="checkbox"/> |
| Opportunity for department members and related disciplines outside the department to meet the applicants was established. | Committee | <input type="checkbox"/> |
| If appropriate, candidates met with Associate Dean, Dean, Vice Chancellor, or Chancellor. | Committee | <input type="checkbox"/> |
| Conducted a Campus Tour | Committee | <input type="checkbox"/> |

6 Decision Making

| | | |
|--|--|--------------------------|
| Input received from all those whom the candidates met. | Committee | <input type="checkbox"/> |
| Define a process for determining final candidate recommendation. | Committee | <input type="checkbox"/> |
| Provide Administrator with results of the search according to the charge given to the to the committee. | Committee Chair | <input type="checkbox"/> |
| Complete Offer Request e-Doc in OneStart. Attach <i>Offer to Recommend Appointment Letter</i> . | Administrator | <input type="checkbox"/> |
| <i>If Offer Request is <u>Approved</u> – Administrator may contact the top/chosen candidate for the position.</i> | Hiring/Selecting Official and Affirmative Action Officer | <input type="checkbox"/> |
| <i>If Offer Request is <u>Disapproved</u> - Hiring & Affirmative Action Officials Disapprove the Offer Request and the Administrator is notified (via OneStart – Notifications tab), and the document is returned to previous route level.</i> | Hiring/Selecting Official and Affirmative Action Officer | <input type="checkbox"/> |

7 Record Retention

| | | |
|--|-----------------|--------------------------|
| Complete record of the search & screen process includes: | Committee Chair | <input type="checkbox"/> |
|--|-----------------|--------------------------|

& Reporting

| | | |
|---|-----------------|--------------------------|
| Committee deliberation notes | | <input type="checkbox"/> |
| Vacancy Notice e-doc | | <input type="checkbox"/> |
| Copy of Recruitment Plan | | <input type="checkbox"/> |
| Interview Request e-doc | | <input type="checkbox"/> |
| Copy of Applicant Referral List, including, application materials, resumes/vitas | | <input type="checkbox"/> |
| Copy of minutes from each committee meeting | | <input type="checkbox"/> |
| Copy of selection criteria, summary evaluations for each candidate, rating sheets, interview evaluations, ranking summaries, or any other documents used in the selection and recommendation process. | | <input type="checkbox"/> |
| Interview Request e-doc | | <input type="checkbox"/> |
| Copy of core questions asked during candidate interviews. | | <input type="checkbox"/> |
| Upon conclusion and acceptance of offer, submit to the Affirmative Action office: | | <input type="checkbox"/> |
| Equity Advisor Member Assignment Evaluation /Faculty Recruitment Program Assessment Form | Committee Chair | <input type="checkbox"/> |
| Search & Screen Committee Assignment Report | Equity Advisor | <input type="checkbox"/> |
| Files provided to administrator for record keeping. | Committee Chair | <input type="checkbox"/> |
| Files maintained for three (3) years from selection date. | Administrator | <input type="checkbox"/> |

| | | | | |
|----------|----------------------|-------------------------------------|---------------|--------------------------|
| 8 | Search Status | Complete Search Status e-Doc | Administrator | <input type="checkbox"/> |
| | | • Documents result of search. | | |

1

Search and Screen Committee Initial Set-up

Administrator / Initiator /
Committee Chairperson/
Committee Duties

How to Access OneStart Academic
Position Search Portal

Electronic Recruitment Authorization

Administrator:

- Receive authorization** from Executive Vice Chancellor or other Vice Chancellor to recruit position(s)

Administrator / Initiator:

- Consult with Affirmative Action and EVCAA** on Search & Screen committee make-up to ensure ethnic and gender diversity; and AD composition (send an email with committee list and proposed AD for review and approval) and to request an Equity Advisor.

Committee members should represent a gender and racial balance to the extent possible. At least one member should be from outside the hiring department. Committee should consist of a minimum of three to a maximum of seven members.

Committee Chair/Department Input:

- Create, Revise, or Utilize** the existing **Position Description** and **Essential Position Functions Worksheet** for each position

Committee/Department Input:

- Develop advertisement*** for the position and email to EVCAA and AFAC for review and approval.
- Complete Recruitment Plan*** Template and attach to Vacancy Notice e-doc.

***committee members input necessary**

Initiator:

- Access** the **Academic Position Search** tab from within **OneStart** via *Administrative Systems / Academic / Vacancy Notice*. **Complete** the **Vacancy Notice** e-Doc (Position Authorization) with required information and attachment(s).

NOTE: PRINT VACANCY NOTICE PAGE FOR DOCUMENT # REFERENCE

To access the OneStart Academic Position Search tab:

1. Open **OneStart**
2. Click on the tan **Services** tab located along the top
3. Click on the **Administrative Services** section located along the left

4. Click on the **Academic** subsection located along the left

There you will find the necessary links needed to create the different types of eDocs as well as links to useful forms and Recruitment Specific search options.

- If the position is an **Emergency** hire, complete the **Waiver Request e-Doc**

2

Committee Responsibilities

Schedule and **conduct** the first committee meeting **immediately** upon approval of committee composition and AD.

The Administrator and Affirmative Action Officer (or designee i.e., equity advisor) should attend the first committee meeting.

First Meeting:

- Understand** recruitment **process** and requirements
- Analyze AA Plan data and ensure AA initiatives are included in the Recruitment Plan
- Create** the **advertising** (ad) for various publications/journals, etc.
- Create an **Initial Screening** form based upon the ad requirements and utilization of **Behavior-based Interviewing tools**.
- Designate a person to send the **Applicant Monitoring Form** to applicants (e-mail preferred method)
- Establish a process for managing: rumors, confidentiality issues, and requirements/expectations

Committee Principles:

- Always ensure **equal** employment **opportunity**
- Adhere to the evaluation criteria as stated in the position description

Committee Chair or Designee:

- Always evaluate candidates according to job related criteria and standards without regard to stereotypes or presumptions regarding ability or disability

- Complete **Vacancy Notice** e-doc and submit for approval.

3

Committee Chair and Search Member Responsibilities for Affirmative Action Employment Plan Initiatives

- Ensure the applicant files are complete with all requisite documentation and information before review.
- Utilize Recruitment Plan to enable members of under-represented groups to learn of and apply for the position.
- Utilize the Equity Advisor and the Affirmative Action Officer for resource assistance.
- Contact appropriate organizations for under-represented groups that should be notified of vacancies in the field
- Notify all individuals who may be able to refer members of under-represented groups for the position
- Identify and implement strategies for making personal contact with prospective applicants (e.g., professional networks, colleagues, etc.)

4

Review and Screening of Applications

- Ensure all applicants are provided the Applicant Monitoring Form (via e-mail is recommended).
- Ideally, the committee waits to review applications until the start of the advertised review period and files are complete, but files may be available for review as received.
- Committee reviews the complete files and screens the applications by uniformly applying job-related criteria.
- Documentation of the review process and results, including the screening instruments and notes, are maintained.
- All members of the Committee should review all applications and materials.
- The pool of qualified applicants is narrowed to a list of perhaps 4-20, depending upon the number of applicants.
- It is important that the screening criteria used be applied equally to all applicants.
- After the “initial screening,” committees may choose to use **telephone interviews** as a second screening tool.
- The committee does not have to complete the Interview Request Form for telephone interviews

Caution: *The committee should be consistent with questions for all applicants and not ask inappropriate questions and maintain all screening instruments/questions.*

5

Interviews

Note: **Best Practices!** Set up an OnCourse site for the search position to store candidate vitas. Committee members and Director of Affirmative Action will have access to the site.

- Complete **Interview Request e-Doc** in **OneStart**. Complete and attach the **Applicant List**, include explanatory rationale, as it relates to the published qualifications, regarding rejected applicants.
- The Affirmative Action Officer may request a second review of protected class applicant's credentials as a part of the University's commitment to Affirmative Action and its efforts to increase the number in academic positions.
- Committee obtains prior approval from the Administrator and EVCAA to invite candidates for a campus visit/interview. Affirmative Action approval is provided via the **Interview Request e-doc**. Candidates should not be scheduled for on-campus interviews until approval is received from the Administrator, EVCAA and AFAC.
- The interview is an opportunity to sell IU Northwest by conveying positive and accurate information about the job, the department, the University, its administration and the community.
- The committee should develop and consistently use a set of job-related core questions addressed to every interviewee. The Behavior -based Interviewing model should be used.
- Candidates may present, if required by the search committee, a seminar or teaching demonstration, to which the department is invited and those in related disciplines outside the department – this presentation can be videotaped.
- During the candidate's campus visit, the committee should provide an opportunity for faculty, staff and students to meet with candidates one-on-one, or in groups, as appropriate.
- The candidates should have an opportunity to meet with the Chancellor, Vice-Chancellor, Dean or

Associate Dean as appropriate.

- All of the candidate's questions should be answered, even if they raise prohibited subjects, such as availability of childcare facilities or location of a church of a particular denomination.
- The committee should enhance the formal interview process by including a campus tour or social events.
- The candidate can also meet with other units outside the department if warranted or requested.

6

Decision Making

Selection Process

The final selection process begins after the last candidate's visit is completed.

- Committee input is received from those with whom the candidates have met.
- The committee should develop a defined process for determining the final candidates recommended to the Administrator for the position. The Behavior-based Interviewing and Evaluation model should be used.
- The committee presents the search/screen results in accordance with the Administrators charge (i.e. unranked, alphabetical order of three to five finalists; ranked list of no more than three finalists; etc.)

Offer Request

The **Offer Request e-Doc** is to be filled out by the Administrator (department initiating the search) and is used to document a potential offer to the candidate. The candidates contact information should be provided in the "Additional Comments" box on this e-Doc form.

Consultation with the EVCAA is required at this stage.

The Offer to Recommend Appointment Form is completed

Offer to Recommend Appointment

separately by the appropriate administrator in consultation with the EVCAA.

Selection of Candidate

The Administrator notifies the appropriate officials regarding applicant choice. **Consultation with the EVCAA** is required at this stage.

- Upon approval of the Offer e-Doc and notification of Hiring/Selecting Official's decision, the Administrator may contact the top/chosen candidate for the position.
- The EVCAA sends the chosen candidate the Offer to Recommend Appointment Form and Letter. Copies are provided to the e-Doc route/approval levels.

7

Record

Search and Screen committees are required to maintain a complete record of the process; including committee deliberations.

Retention and

Reporting

The committee Chairperson is responsible for ensuring the retained records include the following:

- Vacancy Notice e-doc / Recruitment Plan
- Copy of all advertisements used to announce the position
- Interview Request e-doc / Applicant Referral List along with copies of all application materials, resumes, and or vitas
- Minutes of all search committee meetings
- Documentation of all selection criteria used during the search and interview process including summary evaluations for each candidate. This may be

accomplished by retaining rating sheets, interview evaluations, ranking summaries, or any documents used in the selection and recommendation process

- Interview Request e-doc
- Copy of core questions asked during candidate interviews

Once the search has concluded with an official offer and acceptance of employment:

- The committee chairperson submits the EA Member Assignment Evaluation / Faculty Recruitment Program Assessment form and forwards it to Affirmative Action Office.
- Equity Advisor submits the Search and Screen Committee Assignment Report to Affirmative Action Office.
- The committee chairperson forwards the completed search committee file to the administrator or designee to maintain for a minimum of four years from the selection date.

8

Search Status

*The **Search Status** e-Doc is intended to be filled out by the department initiating the search and is used to document the final results of the search.*

- The OAA number used is the same as the one for the corresponding Vacancy Notice or Waiver Request
- In the event that the Offer Status is selected as Declined or No Offer was made, a new list of values is provided to outline what the next steps for this search will be

Academic Position Search Portal Screen in OneStart

The screenshot displays the OneStart interface for the Academic Position Search portal. At the top, the OneStart logo is on the left, and navigation tabs for Campus, Services, Notifications (2), My Groups, and My Zone are on the right. Below the navigation, a breadcrumb trail shows Services > Administrative Systems > Academic, with a 'set default' link. A left-hand menu lists various services, with 'Academic' selected. The main content area is titled 'Academic Position Search' and includes an 'options' link. It is organized into three columns: 'Create A New Document', 'Download A Form', and 'Search For Existing Documents'. Each column contains a list of links to various documents and forms. At the bottom, there is a 'MORE INFO' section with contact details for the Vice Provost for Faculty & Academic Affairs.

OneStart

Campus Services Notifications (2) My Groups My Zone

Services > Administrative Systems > Academic [set default](#)

Academic Position Search [options](#)

Create A New Document Download A Form Search For Existing Documents

- [Vacancy Notice](#)
- [Waiver Request](#)
- [Interview Request](#)
- [Offer Request](#)
- [Search Status](#)

- [Personal History](#)
- [Offer to Recommend Appointment](#)
- [Criminal Background Check Policy](#)
- [Criminal Background Consent Form](#)
- [Position Search Reference Manual](#)

- [All Academic Position Search Documents](#)
- [Vacancy Notice Documents Only](#)
- [Waiver Request Documents Only](#)
- [Interview Request Documents Only](#)
- [Offer Request Documents Only](#)
- [Search Status Documents Only](#)

MORE INFO: recruithelp-l@indiana.edu | [Vice Provost for Faculty & Academic Affairs](#)

Services Home
IU Foundation IQ
Email
Administrative Systems
Academic
Data Access
EPIC
Event Scheduler
FIMS
FIS

| | | |
|---|---------------------|------------------------|
|  | Document Type Name: | VacancyNotice |
| | Document Status: | INITIATED |
| | Create Date: | 10:36 AM 10/06/2011 |
| | Document ID: | 9345843 |

Editing Document

Filling out new Document

| | | | |
|---|--|--|--|
| Vacancy Notice | | OAA : | <input type="text"/> |
| Indiana University - Academic Positions | | Campus* : | <input type="text" value="Select"/> |
| | | School / RC* : | <input type="text"/> |
| Attributes marked with a * are required fields. | | | |
| Reactivating prior year search. Prior OAA# | <input type="text"/> | | |
| Department* : | <input type="text"/> | FTE* : | <input type="text"/> |
| Appointment Status* : | <input type="text"/> | Title(s)* : | <input type="text"/> |
| Position* : | <input checked="" type="radio"/> New <input type="radio"/> Replacement | Account/Position #, Individual, or Specialized Area* : | <input type="text"/> |
| Salary Grade* : | <input type="text"/> | Salary Range* : | <input type="text"/> |
| Part Time Position : | <input type="checkbox"/> Part Time Position | Visiting Position : (temporary = 2 years or less) | <input type="checkbox"/> Visiting Position |
| Expected Start Date* : | <input type="text"/> | Expected End Date : | <input type="text"/> |
| Search Scope* : | <input type="text"/> | National Publications : | <input type="text"/> |
| National Direct Mail : | <input type="text"/> | Targeted Publications : | <input type="text"/> |
| Personal Contacts : | <input type="text"/> | Electronic : | <input type="text"/> |
| Other : | <input type="text"/> | | |
| Comments : | <input type="text"/> | | |
| Search Committee Chair : | <input type="text"/> | | |
| Search Committee Member 1 : | <input type="text"/> | Search Committee Member 2 : | <input type="text"/> |
| Search Committee Member 3 : | <input type="text"/> | Search Committee Member 4 : | <input type="text"/> |

| | |
|---------------------------------------|--|
| Text of Vacancy Announcement* : | |
| Text of Internal Posting : | |
| Copies of Letters and announcements : | |

The following section to be filled in by the Office of Affirmative Action.

| | Black | Hispanic | Asian | Native American | Native Hawaiian | Female |
|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| % Availability | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| % IU Utilization | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| # Underutilized | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Set annotation:

| Create Note | | | |
|--------------------|------------|---|-------------------------------------|
| Author | Date | Note | Action |
| Potter, Jennifer R | 10/06/2011 | <div style="border: 1px solid gray; height: 30px;"></div> | <input type="button" value="save"/> |
| | | Attachment: <input type="text"/> <input type="button" value="Browse..."/> | |

| | | |
|------------------|---------------------|------------------------|
| Xworkflow | Document Type Name: | WaiverRequest |
| | Document Status: | INITIATED |
| | Create Date: | 10:39 AM 10/06/2011 |
| | Document ID: | 9345876 |

Editing Document

Filling out new Document

| | | | |
|---|---|---|-------------------------------------|
| Waiver Request | | OAA : | <input type="text"/> |
| Indiana University - Academic Positions | | Campus* : | <input type="text" value="Select"/> |
| | | School / RC* : | <input type="text"/> |
| Attributes marked with a * are required fields. | | | |
| Department* : | <input type="text"/> | FTE* : | <input type="text"/> |
| Title(s)* : | <input type="text"/> | Salary Grade* : | <input type="text"/> |
| Recommending Offer To* : | <input type="text"/> | Salary* : | <input type="text"/> |
| Position* : | <input checked="" type="radio"/> New Position <input type="radio"/> Replacement For | Account/Position #, Individual, or Specialized Area : | <input type="text"/> |
| Expected Start Date* : | <input type="text"/> | Expected End Date : | <input type="text"/> |
| Appointment Status* : | <input type="text"/> | | |
| Waiver Circumstances* : | <input type="text" value="Select"/> | | |
| Detailed Explanation* : | <input type="text"/> | | |
| Sex : | <input type="text"/> | Ethnicity : | <input type="text"/> |
| Citizenship : | <input type="text"/> | | |
| Comments : | <input type="text"/> | | |

IU Bloomington searches: Please download and attach an Offer to Recommend Appointment template letter from the links below. After filling out the form, attach the completed document to this eDoc prior to routing.
MicroSoft WORD format

Set annotation:

| Create Note | | | |
|--------------------|------------|--|-------------------------------------|
| Author | Date | Note | Action |
| Potter, Jennifer R | 10/06/2011 | <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> Attachment: <input type="text"/> <input type="button" value="Browse..."/> | <input type="button" value="save"/> |

| | | |
|---|---------------------|------------------------|
|  | Document Type Name: | InterviewRequest |
| | Document Status: | INITIATED |
| | Create Date: | 10:39 AM 10/06/2011 |
| | Document ID: | 9345888 |

Editing Document

Filling out new Document

| | | | |
|--|---|---|-----------------------------|
| Interview Request | | OAA* : | <input type="text"/> |
| Indiana University - Academic Positions | | Campus* : | Select <input type="text"/> |
| | | School / RC* : | <input type="text"/> |
| Attributes marked with a * are required fields. | | | |
| Department* : | <input type="text"/> | | |
| Title* : | <input type="text"/> | Salary Grade* : | <input type="text"/> |
| Acct./Position#* : | <input type="text"/> | Appointment Status* : | <input type="text"/> |
| List of top-ranked candidates with an indication of those to be interviewed. | | | |
| Name | Application Date | Request Interview | |
| 1: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 2: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 3: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 4: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 5: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 6: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 7: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 8: <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Total Applicants* | <input type="text"/> (Entered by the interviewing department): | | |
| Total AMFs Received | <input type="text"/> | | |
| Comments | <input type="text"/> | | |

The following section to be filled in by the Office of Affirmative Action.

| | | | | | | | |
|---------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|-----------------------------|
| | White | Black | Hispanic | Asian | Native American | Hawaiian Pacific Islands | Multiple Ethnicities |
| Male | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Female | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|-----------------------|----------------------|
| Sex Not Given | <input type="text"/> |
| Race Not Given | <input type="text"/> |

Set annotation:

| Create Note | | | |
|--------------------|------------|---|-------------------------------------|
| Author | Date | Note | Action |
| Potter, Jennifer R | 10/06/2011 | <input type="text"/> | <input type="button" value="save"/> |
| | | Attachment: <input type="text"/> <input type="button" value="Browse..."/> | |

| | | |
|---|---------------------|------------------------|
|  | Document Type Name: | OfferRequest |
| | Document Status: | INITIATED |
| | Create Date: | 10:40 AM 10/06/2011 |
| | Document ID: | 9345901 |

Editing Document

Filling out new Document

| | | | |
|--|----------------------|------------------------|-------------------------------------|
| Offer Request | | OAA* : | <input type="text"/> |
| | | Campus* : | <input type="text" value="Select"/> |
| | | School / RC* : | <input type="text"/> |
| Indiana University - Academic Positions | | | |
| <p>IU Bloomington searches: "Offer to Recommend Appointment" form and a draft of the Dean's offer letter must be included with this request. If a candidate declines an offer a new form must be submitted recommending that an offer be extended to another candidate.</p> <p>Attributes marked with a * are required fields.</p> | | | |
| Department* : | <input type="text"/> | FTE* : | <input type="text"/> |
| Title(s)* : | <input type="text"/> | Appointment Status* : | <input type="text"/> |
| Salary Grade* : | <input type="text"/> | Acct./Position#* : | <input type="text"/> |
| Proposed Salary Base* : | <input type="text"/> | Expected Start Date* : | <input type="text"/> |
| Expected End Date : | <input type="text"/> | | |
| Recommending Offer To* : | <input type="text"/> | | |
| Sex : | <input type="text"/> | Ethnicity : | <input type="text"/> |
| Citizenship : | <input type="text"/> | | |
| Additional Comments : | <input type="text"/> | | |
| <p>IU Bloomington searches: Please download and attach an Offer to Recommend Appointment template letter from the links below. After filling out the form, attach the completed document to this eDoc prior to routing. MicroSoft WORD format</p> | | | |

Set annotation:

| Create Note | | | |
|--------------------|------------|---|-------------------------------------|
| Author | Date | Note | Action |
| Potter, Jennifer R | 10/06/2011 | <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>Attachment: <input style="width: 150px;" type="text"/> <input type="button" value="Browse..."/></p> | <input type="button" value="save"/> |

| | | |
|---|---------------------|------------------------|
|  | Document Type Name: | SearchStatus |
| | Document Status: | INITIATED |
| | Create Date: | 10:41 AM 10/06/2011 |
| | Document ID: | 9345914 |

Editing Document

Filling out new Document

| | | | |
|---|--|--|-----------------------------|
| Search Status Indiana University - Academic Positions | | OAA* : | <input type="text"/> |
| | | Campus* : | Select <input type="text"/> |
| | | School / RC* : | <input type="text"/> |
| Attributes marked with a * are required fields. | | | |
| Department* : | <input type="text"/> | | |
| Position Title* : | <input type="text"/> | Appointment Status* : | <input type="text"/> |
| Salary Grade* : | <input type="text"/> | Acct./Position#* : | <input type="text"/> |
| Offer made to : | <input type="text"/> | | |
| Offer was : | Offer Status* : | <input type="text"/> | |
| | If Declined or No Offer Selected, please select one of the Following: | <input type="text"/> | |
| | Description for "Other" | <input type="text"/> | |
| | Expected Start Date | <input type="text"/> | |
| | Status of Search | <input type="text"/> | |
| | Description for "Other" | <input type="text"/> | |
| | Criminal Background Check Complete? | <input type="checkbox"/> | |
| Additional Offer Information: | Were there any informal (email, phone call) offers for this vacancy that didn't matriculate to a formal Offer Request? | <input type="radio"/> Yes <input type="radio"/> No | |
| | If yes, please list the name(s) of the candidates in the following section: | <input type="text"/> | |
| | Additional Notes | <input type="text"/> | |

Comments :

Set annotation:

| Create Note | | | |
|--------------------|------------|---|-------------------------------------|
| Author | Date | Note | Action |
| Potter, Jennifer R | 10/06/2011 | <input type="text"/> | <input type="button" value="save"/> |
| | | Attachment: <input type="text"/> <input type="button" value="Browse..."/> | |

**Affirmative Action & Employment Practices
RECRUITMENT PLAN 2011-12**

(This document is to be attached to Faculty E-doc Vacancy Notice Form)

Position Name: _____

Department: _____

I. ADVERTISING

A. All national searches for faculty will be advertised in the Chronicle and Diverse Issues in Higher Education at campus expense (this is the block AD placed by Academic Affairs). Units may elect to have individual ADs in these publications if warranted, at the unit's expense. Please indicate below if you want in addition to the Block AD an individual AD placed in the Chronicle or in Diverse Issues or any other publications at the department's expense.

B. Additional Ads to be placed:

Account Number to be Charged for Advertisement Expenses Indicated Below: _____

| Journal Name (Attach copy of advertisement and specific AD request, i.e., time period, cost, etc.) | *Request HR place AD (Yes or No) | Proposed AD date | **Cost |
|---|---|-------------------------|---------------|
| Chronicle of Higher Education (optional) | | | |
| Diverse Issues in Higher Education (optional) | | | |
| Insight into Diversity (optional) <i>Formerly Affirmative Action Register</i> | | | |
| Other (please designate) | | | |
| (Additional publication, journal, etc.) | | | |
| (Additional publication, journal, etc.) | | | |
| (Additional publication, journal, etc.) | | | |

***HR will place an AD only after an approved purchase order has been received.**

****Please enter the exact cost of the AD to be placed**

(If more space is needed, attach a separate sheet)

C. Other Sites: (i.e., List serves, etc. Attach copy of listing or advertisement)

| Other Sites | *Request HR place AD (Yes or No) | Proposed AD date | **Cost |
|-------------|--|---------------------|--------|
| | | | |
| | | | |

II. Number of persons to be contacted from the *Minority and Women Doctoral Directory*:

III. Other efforts to solicit candidate names (*letters, phone calls, etc., attach sample letters or communications if applicable*).

(If more space is needed, attach a separate sheet)

IV. Discussion of the recruitment plan scope. (*Why advertise where indicated?*)

Comments:

Affirmative Action and Employment Practices Search and Screen Applicant List 2011-12

(This document is to be attached to Faculty E-doc Interview Request Form)

TO: Ida L. Gillis, Director
Office of Affirmative Action

OAA # (required): _____

FROM: _____
Committee Chairperson

SEARCH DEPARTMENT: _____

SEARCH POSITION TITLE: _____

DATE: _____

FACULTY or STAFF CLASSIFICATION _____

List **all** applicant names. Rejected candidates must have a **did not interview** reason. See codes listed below.

| | Name | Did NOT Interview Reason* | Comments | AMF ¹ Date (E-mail or US Mail) |
|-----|------|---------------------------|----------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
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| 14. | | | | |
| 15. | | | | |
| 16. | | | | |
| 17. | | | | |
| 18. | | | | |
| 19. | | | | |
| 20. | | | | |

¹ AMF = Applicant Monitoring Form

* Insert appropriate number or code from list below in "Did Not Interview Reason"

Did Not Interview Codes

- | | |
|---|--|
| <ul style="list-style-type: none"> 1 Lacked desired work experience 2 Lacked desired academic preparation 3 Could not meet salary 4 Poor references received 5 Accepted other employment 6 Qualifications not competitive with other applicants | <ul style="list-style-type: none"> 7 Withdrew from consideration 8 Other, e.g. unable to contact, did not schedule appointment 9 Position withdrawn 10 Did not meet minimum qualifications 11 Tier 1 interview candidate(s) (Primary Interview Pool) 12 Tier 2 interview candidate(s) (Reserve Interview Pool) |
|---|--|

PLEASE NOTE: REQUIRED REFERENCES MUST BE CHECKED FOR PERSONS INTERVIEWED.
If resumes are ORIGINALS they should be returned to the respective academic department when search is completed.



INDIANA UNIVERSITY NORTHWEST

Applicant Monitoring Form for Academic Appointments

All applicants to IU Northwest are requested to complete the following questionnaire. Information provided is used in accordance with the University's Affirmative Action Program and in accordance with federal government requirements. You may provide this information now, or at any time in the future. This data is used solely to ensure compliance with these obligations. Information obtained from this form will be filed separately from applications and resumes. This form will not be submitted to the hiring department.

Collecting this data depends on the voluntary cooperation of individuals who apply for employment with the University. To assist us in our mission, we ask you to complete this form and return it to the Office of Diversity and Equity. **No application will receive unfavorable consideration because an applicant has not provided this information.**

SUBMISSION INSTRUCTIONS:

If you received this from in **PAPER COPY** please complete, fold on dotted lines, seal with tape, and mail to:
IU Northwest Office of Affirmative Action, 3400 Broadway, Raintree Hall 213, Gary IN, 46408

If you received this form **ELECTRONICALLY** you may either:

1) complete, print, and send to the above address, or 2) complete, save, and e-mail it to: afaction@iun.edu

Applicant Information

Name: _____ Date: _____
Sex: Male Female Age: under 40 40 or over

Resident Status

In accordance with federal law, IU employs only U.S. citizens and noncitizens authorized to work in this country. IU will assist individuals needing work authorization to obtain the visa status necessary to be employed here. Please indicate your present status.

U.S. Citizen or Permanent Resident Foreign National (visa type): _____

Race/Ethnicity

(See reverse side or below for definitions.)

Are you Hispanic or Latino? Yes No

Please select the race/races you consider yourself. (you may choose more than one)

- White Black or African American American Indian or Alaska Native
 Asian Native Hawaiian or Other Pacific Islander

Veteran Status

Do you qualify for consideration under Indiana University's Affirmative Action Plan for Veterans? If so, choose one. (See reverse side or below for definitions.)

- Recently Separated Veteran Armed Forces Services Medal Veteran
 Other Protected Veteran Disabled Veteran

How did you learn of this position? (check all that apply)

- Personal Contact
 at professional meeting or conference
 direct contact by search committee
 referred by colleague or advisor
 Advertisement/Job Announcement
 Chronicle of Higher Education
 IU Bulletin for Academic Appointees
 Other Journal or Magazine: _____
 Other website: _____

Position Information

School/Division/Department: _____ Sub-discipline/Speciality Area: _____

Position Title: _____ Rank: _____

Race/Ethnicity Definitions

Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin regardless of race.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black/African American: A person having origins in any of the Black racial groups of Africa.

American Indian/Alaska Native: A person having origins in any of the original peoples of North and South American who maintain cultural identification through tribal affiliation or community recognition.

Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Veteran Definitions

Recently Separated Veteran: Any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.

Other Protected Veteran: A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the law as administered by the Department of Defense.

Armed Forces Services Medal Veteran: Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Disabled Veteran: Any veteran who is (1) entitled to disability compensation under laws administered by the Secretary of Veterans Affairs, or (2) was discharged or released from active duty because of a service-connected disability.

Indiana University Northwest
Office of Affirmative Action
3400 Broadway
Raintree Hall, room 213
Gary, IN 46408