

Appointment Form Checklist



01. Initiate the Recruitment Process

- Understand the guidelines for using the checklist.
- Acknowledge that the form is for hiring department use only and should not be uploaded to FormBuilder.

- Start the recruitment process for a new appointment.
- Access the Appointment Form (Hire with a Search) Checklist.

02. Review Checklist Guidelines



03. Contact OAE

- Understand the importance of proactive recruitment for diversity and organizational mission.
- Identify and implement active recruitment strategies from the provided list.
- Highlight the strategies applied during the recruitment process.

- Provide additional support by contacting the Office for Access and Equity at oae_eeo@uic.edu if needed.

04. Recruitment Plan Summary



05. Media Outlets & Ad Placement

- If not advertised in specific outlets targeting women and underrepresented groups, submit a written explanation.

- Identify and submit a list of journals, publications, networks, job boards, and other media outlets where the committee's ad was placed.
- Attach copies of the ads with the screening form submission.

06. Explanation for Non-utilization



07. Candidate Evaluation Plan Summary

- Ensure evidence is gathered to demonstrate that each candidate is evaluated against the same set of objective criteria.
- Use the position description/job posting to guide the evaluation process.

- Develop screening criteria based on the position description/job posting for each screening round (minimum and preferred requirements).
- Specify screening criteria used for each round.
- Create interview questions based on the position description/job posting.

08. Objective Evaluation



09. Positive Contribution to UIC's Mission

- Compile all required documents.
- Complete the OAE Search and Screening FormBuilder and seek approval.
- Submit the required documentation to the relevant parties.

- Describe the evidence obtained during the evaluation that indicates the selected candidate would positively contribute to UIC's mission and strategic objectives.

10. Submission of Documentation



11. Final Approval & Submission

- Finalize the recruitment process.
- Note any feedback or improvements for future recruitment activities.

- Await final approval for the appointment.
- Ensure all necessary documents are submitted.

12. Completion of Recruitment Process

