



OFFICE FOR ACCESS AND EQUITY

Dear Colleagues:

We're excited to announce the launch of the [Appointment Form](#). The Appointment Form can be initiated in UIC FormBuilder by the Search Coordinator or HR contact after the search has concluded.

The form will allow departments to document the following search processes:

- Recruitment
 - Explanation of recruitment and outreach efforts to attract a diverse candidate pool, address underutilization and increase campus diversity.
 - Statement regarding the Diversity of the Applicant Pool Report and the effectiveness of good faith efforts, recruitment, and outreach.
- Candidate Evaluation
 - Explanation of written evaluation criteria and selection process used for each phase of candidate review (e.g., initial screening, interview, finalist, hire). Must be based on the position description and developed before beginning the review of candidates
- Interviews (on-site or virtual)
 - Interview dates, times, and format should be documented
 - Interview questions must be uploaded for compliance with federal regulations
- Finalist Selection
 - Explanation of why the proposed candidates were selected over other applicants. Must be based on experiences, skills, qualifications, interview performance, and references
 - Statement regarding the reason for non-selection for all other candidates not being interviewed
- Final Candidate Selection
 - Explanation of why the department selected the proposed hire over other finalists. Must be based on experiences, skills, qualifications, interview performance, and references
 - Statement regarding the reason for non-selection for all other finalists not being offered a position

The Academic Search Coordinator for the college reviews the search process as reflected in the candidate selection justification for consistency with OAE search guidelines and campus policies to verify the use of appropriate search measures for engaging in a non-discriminatory search process. The review should include the following:

- Confirm the candidate's qualifications, title, and salary
 - Qualifications and titles must be consistent with the position announcement

- The salary range and percent time must be consistent with the requisition form
- Confirm that all candidate status disposition codes have been updated
 - Appropriate applicant status codes must be assigned based on the evaluation criteria used for candidate selection
- Confirm that the required documents are attached to the transaction and accurately reflect the search process
 - Copies of Advertisements
 - Copies are not required for automatic posting sites (e.g., UIC Job Board, Illinois Diversity, LinkedIn, etc.)
 - Completed Good Faith Efforts Spreadsheet
 - Applicant Screening/Evaluation Criteria
 - Interview Questions/Criteria
 - If there was more than one round of interviews, please attach the questions/criteria used during each round

Please note that verbal offers may be extended after approval of the Appointment Form from the Academic Search Coordinator if the college procedures support the issuance of verbal Offers. **A formal written offer (a signed offer letter addressed to the proposed appointee) cannot be issued until the Appointment form is approved by the Office for Access and Equity, confirming that the search has been reviewed for fairness and compliance with equal employment opportunity and affirmative action regulations.** The hiring unit will upload the approved appointment form into the HR Front End system for appointment processing. The HR Front-End transaction must include the requisition number.

After the proposed appointee accepts the offer, the Search Coordinator or HR Contact should communicate to the remaining candidates that a hire has been made and the search has concluded. This notification may be done through the email function within Cornerstone.

OAE will offer virtual training and support labs to assist you as you navigate the new process. Please see the registration details below:

- July 19, 2022 1pm-3pm- [July 19, 2022 ASC Cornerstone Training](#)
- July 21, 2022 10am-12pm - [July 21, 2022 ASC Cornerstone Training](#)
- July 22, 2022 10am-12pm - [July 22, 2022 ASC Cornerstone Training](#)

In the meantime, OAE can assist you via email. If you have process-related questions, please contact us at oeo_eeo@uic.edu. The UICHR Help Desk can assist you with technical questions or troubleshooting issues. They can be reached at uicrhhelpdesk@uillinois.edu.

Thank You

