

Texas Woman's University, Office of Human Resources
Workforce Recruitment Plan: Recruiting and Selection Guidelines
EEO Compliance Review Hiring Evaluation Checklist

Department _____

Name of Final Candidate _____

Position Title _____

Vacancy Number _____

The following information will be used to conduct an internal Equal Employment Opportunity (EEO) Compliance Review of the hiring process for this position. This review may be subject to audit (internal, state and/or federal). Please provide factual, descriptive and complete answers.

PROCESS REVIEW

1. Was the appropriate process followed as outlined in the Texas Woman's University Search and Selection Handbook for Faculty/Staff?

Yes No – please explain

EQUITY REVIEW

2. Were qualifications considered that were in addition to the minimum qualifications outlined in the job description (i.e., preferred qualifications such as a higher educational degree level, certifications, experience, etc.)? Or did the hiring official/search committee consider qualifications less than the minimum qualifications (i.e., fewer years of experience, or a lesser educational degree, etc.)?

Yes – please explain No

3. Were all candidates held to the same job qualifications used for each candidate (as referenced in the previous question)?

Yes No – please explain

4. Please describe how all candidates received equitable treatment during each step of the recruitment process.

ACCESS REVIEW

5. What credentials, other than minimum qualification, did the hiring official/search committee consider, i.e., additional education, professional affiliations, licenses, certifications, etc.?

6. Did the hiring department advertise on any websites, trade journals, other publications, list-services or conferences, etc., specific to the position (excluding any employment ads placed by the Office of Human Resources)? If so, please list all sources used.

DIVERSITY REVIEW

7. How does the selected candidate add to the diversity of the department from an ethnicity, gender, academic, professional or personal background perspective? Please be specific.

8. Did the hiring official receive an email notification from HR that this position belongs to underrepresented minority or female group?

- Yes No

9. Please describe any outreach activities/good faith efforts your hiring department/search committee engaged in during the recruiting process to attract minority and/or female candidates.

EMPLOYMENT PREFERENCE REVIEW

Veteran's Employment Preference

Individuals who qualify for a Veteran's preference, in accordance with Texas Government Code, Section 657.002, are entitled to a preference in employment over other applicants for the same position who do not have a greater qualification. Veteran's preference affects the interview process. If six or fewer applicants are chosen for an interview, a qualified veteran's preference applicant from the pool must be interviewed. If more than six are interviewed, 20% of the number interviewed that are qualified veteran's preference applicants must be interviewed.

10. Were there applicants in the applicant pool that self-identified as a Veteran and claimed a preference?

- Yes No

If yes, please answer #11. If no, skip #11.

11. Did the applicant(s) identifying with a Veteran's Preference in the applicant pool meet the minimum qualifications as shown on the TWU job description for staff positions or job posting for faculty positions?

- Yes No

If yes, please answer #12. If no, skip #12.

12. Was the qualified applicant(s) with a Veteran's Preference interviewed as required by Texas State law outlined above?

- Yes – please enter applicant name(s) and explain the result No – please explain

Former Foster Youth Preference

Texas Government Code, Section 642.002 requires an employment preference to be extended to an applicant that is 25 years of age or under and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services as a foster youth on the day preceding their 18th birthday. Such preference is to be granted over other applicants who do not have a greater qualification.

13. Were there applicants in the applicant pool that self-identified as a Former Foster Youth and claimed a Preference?

- Yes – please enter applicant name(s) and explain the result No

DEPARTMENT GOAL

14. What does the selected candidate bring to this position that sets him/her apart from the rest of the applicant pool?

Name of Hiring Committee/Search Committee Chair: _____

Date: _____

HR Office Use Only:

Reviewed for EEO Compliance by _____

Date _____

Comments _____
