

Western Oregon University Affirmative Action Checklist

Search Committee Orientation is available. Please contact Kathy Bolen (88552) for more information.

Did you discuss the following with the search committee?

Search Committee requirements

- Time commitment
- Set expectations for candidate evaluation based on Job Announcement / Position Description
- Discuss any conflict of interests
- Search timeline – review all applications until position closes

Unconscious biases

- Be aware of any unconscious bias and understand that these biases may lead to discrimination

Equal Employment Opportunity

- Equal Employment Opportunity is required by federal and state laws which focus on employment. It provides for equal access to employment opportunities, and prohibits discrimination based on race, gender, color, national origin, religion, physical or mental ability, ancestry, marital status, age, sexual orientation, status as a covered veteran, and on the basis of citizenship.

Affirmative Action

- Required by federal regulations focusing mainly on hiring of underrepresented women and ethnic/racial groups. Universities and those that manage within those institutions, are required to take “affirmative action” (action beyond placing an ad) to ensure a diverse workplace.

Diversity

- Creating an environment that values and includes differences, recognizes the contributions that individuals with many types of differences can make and maximizes the potential for all.

Recruitment

- Recruiting strategies to reach a diverse pool of applicants
- Personal outreach to colleagues
- Personal outreach to candidates

Screening

NOTE: All candidates will be screened for minimum qualifications prior to search committee review.

- Evaluate the applicant pool based on the qualifications in the Job Announcement/ Position Description. It is suggested that the committee use an Evaluation sheet to ensure consistency.
- Be mindful of bias
- Acknowledge diversity in candidates and consider the contribution they can make to our student population
- Allow each search committee member the ability to contribute to the evaluation of all applicants.
- Any application materials that are sent to any member of the search committee should be forwarded to the recruitment manager immediately without reviewing the documents.
- If a candidate contacts you directly, you may only discuss position details and duties with them. Qualifications should not be discussed.
- Discussions from the candidates regarding the application process and qualifications should always be directed to the Recruitment Manager.
- Any discussion of candidates should remain confidential, and should not be shared with anyone outside the search committee and Human Resources.

Interviewing

- Forward the short list of candidates to Dean/VP/Director and the Recruitment Manager. Human Resources will determine if diversity objectives can be met by interviewing those candidates.
- All interview questions must be job related
- All interview questions must be the same for all candidates
- Campus employees should spend equal amounts of time with each candidate
- Take clear, job-related, fact-based notes (Evaluation sheets)

Selection

- When two or more candidates possess equivalent qualifications, the committee should select and refer the candidate who will contribute to the diversity of the department
- Make final recommendation to the hiring manager