

PRE-INTERVIEW PROCESS

After the recruitment phase is complete, but before the final screening stage (normally the on-site interview), approval of the finalist pool must be granted. Complete the Pre-Interview Candidate Selection Form and update the status of all applicants. Helpful hints from the Equity and Civil Rights Compliance Office are located on page 2.

1. Complete the Pre-Interview Candidate Selection Form – can be completed at the status of Posted or Closed
 - Open the requisition
 - From the requisition summary, the first section of the requisition should be “Pre-Interview Candidate Selection Form”
 - Choose the Edit link beside the section header to open that section and to complete the form
 - When finished, choose Save, then return to the Summary
2. Update the Status of Each Applicant
 - From the requisition Summary, go to the Applicants section
 - You may change a single applicant by clicking on the applicant’s name, and then choosing “Take Action on Job Application.”
 - You may also bulk transition a group of applicants:
 - Select the applicants you wish to update by clicking in the box to the left of the applicants’ names.
 - Hover over the grayed “Actions” button above the “(Actions)” column, and choose “Move in Workflow”
 - If changing the status of multiple applicants, select from “Change for all applicants” drop-down options and choose one state for all. If needed, you can then select unique statuses for each person. Some statuses require that a reason be chosen. If prompted, choose one reason code for all applicants, and then you should change each person individually to accurately describe the reason for each person’s transition.
 - NOTE: All applicants should be transitioned to either “Select for FINAL Interview/Selection Step” or “Not interviewed, not hired” or “Pre-Interviewed, Not Hired” prior to submitting for approval.
 - When finished, choose “Save changes.”
3. When steps 1 and 2 are complete and the requisition is at the status of “Closed,” the requisition can be submitted to the Planning Unit (who will review and submit to the Office for Institutional Equity) or to Human Resources as needed.
 - Open the requisition and Hover over the orange “Take Action on Posting” link
 - Select either, “Submit Interview Pool to Planning Unit” (Faculty/Admin position types) or “Submit Interview Pool to HR” (Classified positions).
 - Note: If there are departmental protocols that require other approvals, those approvals can be noted manually on the “History” section of the requisition.
 - When the interview pool has been approved, the Hiring Manager should receive an email stating that the requisition is at the status of Interview Pool Accepted. Interviews may be scheduled and conducted.

Office of Institutional Equity (OIE) Helpful Hints for Administrative & Faculty Hires

The Office for Institutional Equity's role is to be sure we have hiring practices that are fair, consistent and not discriminatory. OIE does this by assessing and monitoring our internal processes as they relate to the diversity initiative to foster an inclusive environment and Equal Employment and Educational Opportunity Policy 40.001 (<http://www.ohio.edu/policy/40-001.html>), as well as our external compliance requirements from the OFCCP (Office for Federal Contract Compliance Programs). These are some hints about how OIE monitors departmental hiring practices.

When the Pre-Interview Pool is submitted to OIE for approval, the following items are reviewed:

- ✓ Interview pool applications and overall pool make-up
 - to verify applicants meet the minimum requirements as written in Posting
 - to verify that the diversity initiative has been met and at least one qualified applicant from an underrepresented group (woman/minority) is included in the pool.

- ✓ Recruitment Plan
 - Specific efforts to attract women and minorities. Don't leave this field blank or just list a general EEO or diversity/inclusivity statement or OIE will send it back.
 - Departments need to be creative and intentional in approach – This is more likely to attract a strong, diverse pool.
 - Often committees do not articulate their efforts. OIE wants search committees to get “credit” for the good work done.

- ✓ Review process for non-discrimination
 - Be clear about explaining the process and decision-making in the Pre-Interview Candidate Selection Form.
 - Articulate why an individual is “no longer considered” at any stage in the screening process (initial screening for minimum qualifications, phone interview (if part of process), on campus interviews and final selection).
 - The OFCCP stresses that these notations should be made in the context of the position qualifications and “contemporaneous” to decision-making.

- ✓ Search committee make-up
 - If interview pool has minimal racial or gender diversity, OIE may contact the department about the search committee make-up if diversity is not apparent (gender and/or race)

- ✓ Designated reasons for why candidates are “not interviewed/not hired”
 - The OFCCP asks us to make a clear indication of why candidates are no longer considered in a search, at each stage of the process. The first critical threshold is to show whether a person meets the minimum qualifications or not. It is important that those who do not actually meet the minimum qualifications are coded that way.
 - When departments select a designation like “less depth of experience” for all applicants not interviewed, the requisition is likely to be sent back. OIE asks search committees to verify that all applicants meet the minimum qualifications.

UHR Helpful Hints for Part-time, Temporary, Intermittent and Adjunct Hires

- ✓ When the Pre-Interview Pool is submitted to HR for approval, the following items are reviewed
 - to verify applicants meet the minimum requirements as written in Posting
 - to verify that there are no active disciplinary actions.

- ✓ Review process for non-discrimination
 - Be clear about explaining the process and decision-making in the Pre-Interview Candidate Selection Form.
 - Articulate why an individual is “no longer considered” at any stage in the screening process (initial screening for minimum qualifications, phone interview (if part of process), on campus interviews and final selection).
 - The OFCCP stresses that these notations should be made in the context of the position qualifications and “contemporaneous” to decision-making.