

Scripps College of Communication
Policy for the Approval of Interview Pools During the Hiring Process

This policy provides guidance to the employment process for full-time benefit eligible employees being hired on the People Admin system. Per OU Hiring Policy, the Dean must give his/her approval of the interview pool prior to interviewing. To receive approval, please follow the guidelines below:

For Faculty Hires:

Hard copies of the CVs for the selected candidates need to be given to the Dean along with their institutional equity information including gender and race (if known). The Dean will have a meeting with the School Director to review the applicants and then will approve/disapprove the selected pool.

For Staff Hires:

Send the Dean an email of the selected applicants along with their institutional equity information including race and gender (if known). Copy the request to the Budget Unit Manager. The Dean will review the list, using the People Admin System if necessary and send back approval/disapproval via email unless otherwise contacted.