

Applicant Pool Report Instructions

Hiring managers should complete the report and print out a hard copy for submission along with other related hire documentation (applicant resumes, job postings, advertisements) to the EO/AA or central HR offices.

For grades 14/106 and above applicant pool reports along with applicant resumes, job postings and advertisements are to be submitted to the EO/AA Office for review and approval.

For grades 7-9A/10-13/103-105 applicant pool reports along with applicant resumes, job postings, advertisements, and union sign-up sheets (if applicable) are to be submitted along with new hire paperwork to the appropriate central HR office.

It is important to remember that timely submission of all new hire paperwork is essential to minimize delays in processing benefits, computer access and payroll information.

A. General Recruitment Data

In this section hiring managers provide information about the position, posting and outreach. Changes include providing campus information (Morningside or Health Sciences) and including the termination date for employee being replaced.

B. Selectee Verification/Search Plan Approval Information

This is a new section on the form. In lieu of monitoring committee review, hiring managers are required to have a member of the central HR staff confirm that the selectee meets the minimum posted requirements prior to extending an offer of employment. List the name of the central HR staff member who verified that the selectee meets the minimum posted qualifications along with the verification date. **New hire paperwork will not be processed for any selectee who does not meet the minimum qualifications for the position as stated on the job posting.** It is the hiring manager's responsibility to ensure that the submitted resume clearly demonstrates that the selectee meets the requirements. Hiring managers are encouraged to submit the resume for review well in advance of extending an offer and may ask that more than one finalist's resume be verified in order to facilitate the decision making process.

For positions 7-9A covered by the 2110 collective bargaining agreement {CBA} it is especially important that all union sign-ups be given appropriate consideration consistent with the terms of the CBA. Doing so ensures fair consideration and may minimize grievances on this issue.

Pre-search plans continue to be required for grades 14/106 and above. Hiring managers are to list the name of the Equal Opportunity and Affirmative Action Office staff member who approved the search.

C. Summary Data

In this section hiring managers provide data on the gender and race/ethnicity of applicants. The primary change is that managers are no longer required to provide data for non-applicants (those who don't meet the minimum posted qualifications).

D. Preparer's Information

In this section hiring managers provide information about the individual preparing the report. The change is that managers now attest that the search was conducted in accordance with University policy.

E. Selectee Information

This is a revised section on the form. Hiring managers provide information about the selectee including the interview date, interviewer(s) and provide a clear and concise statement that is directly related to the requirements, explaining the reason/basis for selection.

F. Applicant Pool Information

List all applicants along with gender and race/ethnicity. If applicable, indicate by checking yes the internal employment, internal lay-off, veteran, and disability status.

The remaining section form is exclusively for the use of the EO/AA Office for approvals of positions grades 14/106 and above.