Title: EPA Recruitment Compliance Review Process Interim Standard Operating Practice

PRR General Subject Matter: recruitment of employees; hiring; EEO; EPA; search committees

Authority: Associate Provost for Equity and Diversity


EPA Recruitment Compliance Review Process Regulation (effective July 1, 2014), http://www.ecu.edu/PRR/06/05/01
ECU Faculty Criminal Background Check Policy and Procedures, http://www.ecu.edu/cs-admin/humanresources/customcf/ERA_Administration/CBC_Policies/Criminal_Background_Check_Policy_for_Faculty.pdf
ECU Criminal Background Checks for SPA/CSS and SAAO/Non-faculty EPA Employees, http://www.ecu.edu/cs-admin/humanresources/customcf/ERA_Administration/CBC_Policies/Criminal_Background_Check_Policy_forSPA_CSS_and_SAAO_Non-faculty_EPA.pdf

Faculty Spousal and Domestic Partner Hire SOP, http://www.ecu.edu/cs-acad/oed/upload/Faculty-Spousal-Domestic-Partner-Hiring-SOP_revised-April-17-2013.pdf
Recruitment resources and strategies for affirmative recruitment, OED website, www.ecu.edu/oed

Contact for Info: Associate Provost for Equity and Diversity, Office for Equity and Diversity, Phone: 252-328-6804
Assistant Vice Chancellor for EPA Personnel, Department of Human Resources, Phone: 252-328-9882
Please contact the appropriate Division Office for division-specific protocols, including any College-level or Unit-level required approvals.
Director of Immigration Services, Phone: 252-737-4769 [for U.S. Department of Labor (DOL) recruitment requirements guidance]

1. Introduction
Described in this Standard Operating Practice (SOP) are the necessary steps to completing a selection process to fill any position classified as exempt from the state personnel act (EPA), as outlined in Section 2. These guidelines were developed to ensure compliance with Equal Employment Opportunity/Affirmative Action laws and policies and to provide consistency in the recruitment and selection process across the University. The Office for Equity and Diversity (“OED”) also seeks to provide the framework and technical guidance to ensure a successful, well-planned recruitment and selection process. This SOP is guided by the requirements provided in the EPA Recruitment Compliance Review Process Regulation.

2. Covered Positions
This SOP applies to hiring for any EPA position, including positions filled from within or outside the University (i.e., both internal searches and external searches), regardless of whether it is full-time or part-time, permanent or short-term. Such positions include EPA senior academic and administrative officer (SAAO) positions (i.e., Vice Chancellors, Assistant Vice Chancellors, Deans, Assistant Deans, etc.); EPA
non-faculty instructional, research, and public service positions (i.e., Directors, Academic Advisors, Counselors, Program Specialists, etc.); and EPA faculty positions including fixed-term, probationary term (tenure track), and tenured. [The Department of Human Resources (“HR”) EPA Personnel Administration and the appropriate Division Office should be consulted prior to changes in a position’s or individual’s responsibilities (i.e. reclassifications, title changes, promotions, and reassignments, etc.).]

3. Procedures to be Followed

3.1. EPA employees are expected to be identified through a search process that includes appropriate recruitment efforts to generate a well-populated, diverse pool of qualified applicants. In most cases, the University’s policies and procedures permit sufficient time to conduct a search in order to fill a position. All selection decisions must meet the nondiscriminatory requirements as stated in the University’s Notice of Nondiscrimination policy and Equal Employment Opportunity Plan. In addition to the procedures outlined below, any selection decisions for faculty positions should refer to the ECU Faculty Manual.

3.2. Modified EPA Recruitment Procedures and applicable exceptions, outlined in Section 4, must be followed for requests to fill the following: (1) any EPA position in which the appointment’s duration will be greater than three days and in which the FTE will be less than .75; (2) any EPA position in which the appointment’s duration will be greater than three days but less than 190 calendar days, regardless of FTE (“short-term”); or (3) Fellow positions. Allowable situations in which Modified recruitment is not required, including the related required approval process, is outlined in Section 3.4.

3.3. Standard EPA Recruitment Procedures and applicable exceptions, outlined in Section 5, must be followed for requests to fill any EPA position in which the appointment’s duration will be 190 or more calendar days and FTE of .75 or greater, except Fellow positions as stipulated in Section 3.2. Allowable situations in which Standard recruitment is not required, including the related required approval process, is outlined in Section 3.4.

3.4. Situations in Which No Search or Special Permission Request is Required

3.4.1. Positions in which the appointment period is three days or less do not require posting. No search or special permission request is required.

3.4.2. Recruitment is not required to fill EPA positions in which the appointment’s duration is greater than three days in the following situations.

3.4.2.1. Positions filled from within the University where no applicant external to the University has been considered for the position:
3.4.2.1.1. Subsequent appointment (i.e., extensions) for fixed-term or stated definite term appointments who remain continuously employed in a comparable position, with the same minimum requirements, within the same department (Continuous employment means employed with no break other than summer. Any break of one semester or more [unless the break is due to an approved leave such as FSIL, FMLA, etc.] requires a new search.)

3.4.2.1.2. Employees performing additional EPA duties (i.e., Teaching Overload appointments) (excludes interim assignments, reclassifications, title changes, promotions, and reassignments)

3.4.2.1.3. Former employees being placed in a short-term EPA position following reduction-in-force/discontinuation within twenty-four (24) months of a previous appointment

3.4.2.2. Positions filled with retirees or other employees returning to a comparable position within the same department at the University within twenty-four (24) months of the end date of a previous appointment, as follows:

- 3.4.2.2.1 appointment’s duration will be greater than three days and in which the FTE will be less than .75, and/or
- 3.4.2.2.2 appointment’s duration will be greater than three days but less than 190 calendar days, regardless of FTE

3.4.2.3. Executive and senior management (SAAO) employees being placed in a short-term position

3.4.2.4. Positions with zero-based salary and zero-based FTE (i.e., volunteers)

3.4.3. Approvals: The appropriate Division Office is the final approver for requests to fill positions subject to Section 3.4., and these requests are not submitted to HR or the OED. Units should submit to the Division Office a request and justification as required by the Division Office. The request must be approved by the Division Office prior to offering the position to a candidate.

4. Modified EPA Recruitment Procedures


4.1.1. Posting Period: Positions will, by default, be posted for seven (7) calendar days unless the hiring department specifies a different posting period on the Advertising tab of the Requisition; however, positions must be posted for a minimum of three (3) calendar days.

4.1.2. Recruitment Plan: HR will post positions approved by the Division Office, HR, and the OED for modified recruitment (1) on the ECU Jobs website and (2) with the local and/or state Department of Commerce’s Division of Employment Security (formerly the employment security
Units are encouraged to use additional methods of outreach and recruitment to attract a well-populated, diverse pool of qualified applicants including, but not limited to, all recruitment sites provided free of charge to units. Using an external temporary placement service fulfills this posting requirement if the temporary placement service provides the information to the local and/or state Department of Commerce’s Division of Employment Security in any manner that allows that agency to provide priority referral of protected veterans; however, Units must maintain documentation to confirm that it submitted its job posting to the temporary placement service and the temporary placement service listed the University’s job opening with the local and/or state Department of Commerce’s Division of Employment Security using a method permitted by that agency (or other agencies that provide a similar service). Units may contact HR or the OED with any questions about other agencies.

4.1.3. Recruitment Scope: national

4.1.4. Search Committees: not required

4.1.5. Interviews: at least one (1)

4.1.6. Multiple Positions: Multiple positions may be filled from the same posting when the job classification, description and minimum requirements are the same.

4.1.7. Compliance Documentation Required: Requisition and Compliance Report (Screening Report not required)

4.1.8. Employment Documentation: Units should contact the appropriate Division Office for guidance regarding required employment documentation.

4.2. Exceptions to the Modified EPA Recruitment Procedures

4.2.1. Current Applicant Pool requests may be approved to fill a vacant position with an existing, diverse pool of applicants that resulted from a previous search with the same position classification, description and minimum requirements as the vacant position and was initiated less than one year prior to the Current Applicant Pool request.

4.2.1.1. Justification requirements: the extenuating circumstances necessitating the request

4.2.1.2. Approvals: Requests to use a current applicant pool must be submitted via the PeopleAdmin system and approved by the appropriate Division Office, the OED and HR.
5. Standard EPA Recruitment Procedures

5.1. Provisions

5.1.1. Posting Period: Faculty positions must be posted for a minimum of thirty (30) calendar days. For non-faculty positions, the minimum is fourteen (14) calendar days. For approved special permission requests for an internal faculty search, the minimum recruitment period is fourteen (14) days. For approved internal searches for a non-faculty position, the minimum recruitment period is seven (7) days.

5.1.2. Recruitment Plan: HR will post positions approved by the appropriate Division Office, HR and the OED for standard recruitment: (1) on the ECU Jobs website, (2) with the local and/or state Department of Commerce’s Division of Employment Security (formerly the employment security commission), and (3) with all recruitment sites provided free of charge to units. Units should use additional methods of outreach and recruitment to attract a well-populated, diverse pool of qualified applicants.

5.1.3. Recruitment Scope: national

5.1.4. Search Committees: A minimum of three (3) search committee members is required.

5.1.5. Search Firms: It is permissible to use search firms when conducting a search to fill an EPA position; however, the OED must be able to obtain adequate information to confirm compliance with its Affirmative Action obligations. In order to fulfill this requirement, search firms must require that all applicants complete a candidate profile in the PeopleAdmin system or the search firm agrees contractually to provide the necessary information to the OED. It will be the responsibility of the hiring department to ensure the search firm is aware of ECU’s recruitment and selection procedures as outlined in the EPA Recruitment Compliance Review Process Regulation and this SOP. Hiring units will also need to ensure that the required PeopleAdmin documentation is timely submitted/approved via the PeopleAdmin system. The OED Guidance for Use of Search Firms may be found in Section 8.

5.1.6. Interviews: In instances where an adequate pool of applicants who meet the minimum requirements of the position is generated, a minimum of two applicants should be interviewed by the search committee. The method of interview used (phone, videoconference, or campus) must be consistently applied at each phase of interviewing (if multiple interview phases are used).

5.1.7. Multiple Positions: Multiple positions may be filled from the same posting when the job classification, description and minimum requirements are the same.

5.1.8. Compliance Documentation Required: Requisition, Screening Report, Compliance Report
5.1.9. Employment Documentation: Units should contact the appropriate Division Office for guidance regarding required employment documentation.

5.2. Exceptions to the Standard EPA Recruitment Procedures
There are, on occasion, extenuating circumstances in which hiring authorities may request special permission for an exception to the standard recruitment procedures to adjust the required recruitment period, the scope of the search, the interview process, or, in very rare situations, to waive recruitment. In these extenuating circumstances, approval may be granted to accommodate the extenuating circumstance. All exceptions must be approved by the appropriate Division Office, the OED and HR. The hiring official must provide a complete, detailed justification and explanation outlining the extenuating circumstances necessitating the request for special permission and a description of the accommodation requested in the Special Permission section in the PeopleAdmin posting record. Examples of special permission exceptions that may be granted and the additional related justification requirements are as follows:

5.2.1 Abbreviated searches may be granted when advertising less than 30 days for faculty positions and less than 14 days for non-faculty positions.
5.2.1.1 Justification requirements: the timing of incidents leading to the need to fill the position quickly
5.2.1.2 Approvals by: the appropriate Division Office, OED and HR

5.2.2 Internal searches may be granted when there is knowledge of strong candidates that are already employed by the University.
5.2.2.1 Justification requirements:
5.2.2.1.1 the unique knowledge and/or qualifications that an internal candidate would have relative to the nature of the position description that justifies the request to narrow the search from national (standard) to internal; and
5.2.2.1.2 consideration of whether the internal search will generate a diverse pool of qualified applicants.
5.2.2.2 Internal postings should include a statement that clearly indicates, "INTERNAL POSTING: Open only to applicants currently employed by East Carolina University".
5.2.2.3 HR will post positions approved for internal recruitment on the ECU Jobs website. Departments should recruit for approved internal searches by posting as follows:
5.2.2.3.1 in hard copy in the Department and/or Dean/Director’s office
5.2.2.3.2 verbal announcement at department, college/school, and/or divisional meetings
5.2.2.3.3 forward to Department listserve (via email)
5.2.2.3.4 forward to campus via ECU Official
5.2.2.4 Approvals by: the appropriate Division Office, OED and HR
5.2.3 Current Applicant Pool requests may be granted to fill a vacant position with an existing, diverse pool of applicants that resulted from a previous search with the same position classification, description and minimum requirements as the vacant position and was initiated less than one year prior to the Current Applicant Pool request.

5.2.3.1 Approvals by: the appropriate Division Office, OED and HR

5.2.4 Waived Searches may be granted in very rare situations to hire an individual without any advertising or recruitment process. Underutilization and related affirmative action goals in the current EEO Plan and diversity will be considered in evaluating requests for waivers.

5.2.4.1 Waivers may be considered in the following extenuating circumstances, including but not limited to:

5.2.4.1.1 Programs of Strength: a stellar candidate with expertise in an area currently underrepresented within the University who is, therefore, expected to strengthen the University’s programs

5.2.4.1.2 Chief Executive Officer employment or his/her core staff

5.2.4.1.3 A Principal Investigator, Co-Principal Investigator, or individual named in a grant proposal and funding is contingent upon individuals named serving in the specified capacity

5.2.4.1.4 Spousal or domestic partner hire (approved in accordance with the Faculty Spousal and Domestic Partner Hire SOP)

5.2.4.1.5 High profile coaching positions (i.e., football, basketball, baseball)

5.2.4.2 Justification requirements

5.2.4.2.1 an explanation of how the proposed candidate aligns with the relevant extenuating circumstance provision;

5.2.4.2.2 an evaluation of the proposed candidate’s unique qualifications relative to the position description; and

5.2.4.2.3 confirmation that the appropriate Vice Chancellor has approved the waiver request.

5.2.4.3 In the case of a waived search, the proposed candidate of choice must complete a candidate profile in the PeopleAdmin system and a resume/curriculum vitae (and any other application materials required by the Division) must be uploaded before the waiver request will be approved.

5.2.4.4 Approvals by: Hiring authorities requesting to waive recruitment procedures should first discuss their request with the appropriate Division Office and then call the OED to discuss the request before submission of the request via the PeopleAdmin system. The request for waiver must be approved in PeopleAdmin by the appropriate Division Office, the OED and HR prior to offering the position to a candidate. Only the Associate Provost for Equity and Diversity and the Chancellor have authority to waive EPA recruitment requirements.

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6. Compliance Documentation Requirements
These are the steps required to document compliance when requesting to fill an EPA position which does not meet one of the situations described in Section 3.4.

6.1. Prior to submitting a request (i.e., Requisition) for recruitment, the hiring department should review the job description to evaluate the current job functions, essential functions, physical requirements, duties, and qualifications and modify as necessary. Standards and criteria must be objective, job-related and consistent with business necessity. Position descriptions and qualifications may not include biased or unlawful discriminatory language based on any of the University’s protected classes as outlined in the ECU Notice of Nondiscrimination. Units with positions that will require medical examinations as a contingency of employment must consult with the OED at the initiation of the search process to ensure compliance with applicable provisions regarding medical examinations and confidentiality of such information. (Modifications to SAAO and EPA non-faculty position descriptions, if any, will be submitted via a position action form in PeopleAdmin and submitted to the appropriate Division Office and HR for review/approval prior to submitting the Requisition.)

6.2. EPA Requisition
This is the first official documentation to be completed by a department in the recruitment process and provides documentation about the position as explained in detail below. The OED reviews the Requisition to ensure compliance with the EPA Recruitment Compliance Review Process Regulation, this SOP and related federal affirmative action and equal opportunity laws. HR reviews the Requisition to ensure compliance with the EPA Recruitment Compliance Review Process Regulation, this SOP, state and federal labor law, University of North Carolina System policy, ECU policy, and ECU best practices. The Division Office reviews the Requisition to ensure accuracy of all applicable areas.

6.2.1. Prior to advertising the position, the Requisition must be submitted via the PeopleAdmin system and approved by the appropriate Division Office, OED and HR. Information provided on the Requisition will include:

6.2.1.1. Position information, including but not limited to: the position title, department, job description, minimum requirements and any preferred requirements (which must be clearly distinguished), a list of the essential functions specific to the position’s responsibilities and physical requirements of the position, and the expected duration of the position if not ongoing.

6.2.1.2. Instructions to the Applicant: outlining what should be included in the application package, notice that application materials should be submitted online via the

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PeopleAdmin system or directly to the department, and the date on which review of application materials is scheduled to begin (i.e., at least after the minimum required recruitment period). For position vacancy announcements in journals, publications or other print or online postings, include a link to the PeopleAdmin Jobs website. See also Section 6.2.1.5.1.

6.2.1.3. Recruitment period: the date the search will open and the date on which screening will begin. Positions will be posted “open until filled” while the Unit continues to accept applications until someone is hired. Search committees or hiring authorities may not begin screening applications until after the minimum recruitment period has expired.

6.2.1.4. Recruitment/Outreach plan: Search committees and hiring authorities must strategically plan how the position will be advertised to best ensure recruitment/outreach efforts will generate a well-populated, diverse pool of qualified applicants (including females, racial/ethnic minorities, veterans and individuals with a disability) and ensure those efforts are documented. HR must post all positions approved for external recruitment with the local and/or state Department of Commerce’s Division of Employment Security. The University provides free online recruitment in multiple sources with which HR will also post the position, and the Requisition should indicate the respective category in which the position should be posted for those sources. Units are generally expected to recruit in other venues, particularly those Units recruiting for a position in an EEO Job Group with identified underutilization in the current EEO Plan. Recruitment resources and strategies for affirmative recruitment are available on the OED website and/or by consultation with the OED staff. Units must document in the Requisition all recruitment and outreach efforts it will undertake to generate a well-populated, diverse pool of qualified applicants. [NOTE that any position vacancy announcements coordinated by the Unit should be consistent with or include the same approved posting information and a link to the ECU Jobs website. Units wishing to post an abbreviated version of their approved job posting in other venues should first seek approval from the appropriate Division Office, HR and the OED.]

6.2.1.5. Required Phrases: The PeopleAdmin posting automatically includes the required phrases; however, units must ensure that any postings in additional venues managed by the Unit include the following:

6.2.1.5.1. Standard Instructions to Applicant: “Applicants must complete a candidate profile online via the PeopleAdmin system. In addition, applicants must submit the documents requested in order to be considered for the position.”.
6.2.1.6. Recommended Diversity Inclusive Language: As a best practice, diversity-sensitive language may also be used, such as (1) “The department seeks to attract a culturally and academically diverse faculty of the highest caliber skilled in the scholarship of research, teaching, leadership, clinical supervision, and the application of knowledge.”; or (2) “East Carolina University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the University’s diversity goal, [DIVISION or DEPARTMENT NAME] strongly encourages applicants from women, minorities, and historically underrepresented groups.”

6.2.1.7. Search Committee Appointments (allowed but not required for Modified Recruitment Process): Include the name of the search committee chair and other search committee members. Consideration for search committee membership should be given to persons with expertise in the particular field and persons with frequent interactions with the position. When selecting search committee members, search committee chairs and hiring officials should select members who will reflect the diversity of the department or any groups underrepresented in the current EEO Plan and consider appointing females, racial/ethnic minorities, veterans, and individuals with disabilities from other departments, when necessary. Changes in search committee membership, if any, must be forwarded immediately after such a decision is made to the OED and HR, so that records may be updated accordingly. Search committee members may not be considered an applicant for the position.

6.2.1.7.1. Faculty position recruitment: the ECU Faculty Manual, Part IX, Section IV., “Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure” provides guidance about faculty search committees.

6.2.1.7.2. EPA non-faculty position recruitment: Search committees should be composed of at least three (3) persons.

6.2.1.8 Screening Questions: Screening questions allow the system to assist with pre-screening applicants for the position. Although optional, applicants will be prompted to respond to the screening questions as provided by the Unit. (Questions entered must indicate whether the question is related to a minimum or some other requirement.)

6.2.1.9 Special Permission Requests: Any requests to deviate from the standard or modified recruitment process as outlined in Sections 4 and 5, and as...
applicable, should be made via the Special Permission section in the PeopleAdmin posting record.

6.2.10. Questions regarding recruitment and immigration should be addressed to the Director of Immigration Services at 737-4769.

6.2.2. Once the Requisition is complete, it should be routed electronically via the PeopleAdmin system through the approval process consistent with the Division’s practice, which generally includes the unit chair or appropriate administrator, the Division Office, then to the OED and HR for final approval. Upon final approval, the Unit may begin advertising the vacant position.

6.2.3. Search Committee Education: All personnel involved in the recruitment, screening, selection, promotion, and related processes (including hiring authorities, search committee members, personnel committee members, interviewers, and personnel representatives assisting with staffing the search process) must complete the EPA Recruitment and Selection educational module at least every two years. The OED is also available to consult with hiring authorities, search committees, and personnel representatives to assist and answer questions regarding recruitment compliance. Searches engaging assistance from an outside recruitment firm should schedule a meeting with a representative from the OED to review procedures and related logistics of the process and search prior to initiating the search.

6.2.4. Maximum Requisition Period: The University must collect and report data regarding the number of positions filled and other related data on an annual basis. To best ensure accurate and complete data, maximum requisition period provisions are as follows:

6.2.4.1 For position filled within one (1) year from the initial posting date, Divisions must update applicant status from “candidate of choice” to “offered job - accepted position” after written offer and acceptance is complete and update position status to “filled”.

6.2.4.2 For existing Requisitions which have been unsuccessful or with little to no activity, after one (1) year, Units must either:

6.2.4.2.1 close Requisitions and initiate a new Requisition to replace the outdated Requisition, or

6.2.4.2.2 submit a request by email to the appropriate Division Office, OED and HR for an extension of the Requisition period, including the reason justifying the request. (Extension of the one-year Requisition period is not allowable for Modified EPA Recruitment.)
6.3. EPA Screening Report

In the Standard Recruitment Procedures, the Screening Report is submitted after applicants have been identified for interview and includes a list of applicants who applied for the position, their applicant status and reason for elimination (if applicable). The PeopleAdmin system automatically generates this list of applicants and includes a summary of demographic data of the applicant pool, which should be reviewed by the hiring authority to determine whether recruitment efforts have yielded a well-populated, diverse pool of qualified applicants. The OED and HR review the Screening Report to ensure compliance with the EPA Recruitment Compliance Review Process Regulation and this SOP, including that the screening process and reasons for elimination appear to be job-related and the minimum required recruitment period has been followed. [The EPA Screening Report is not required for the Modified EPA Recruitment Procedures.]

6.3.1 After the approved screening date, the search committee may begin screening applicants.
   6.3.1.1 Search committees and hiring authorities must ensure that the screening process provides for careful, thorough, and systematic consideration of job qualifications (i.e., rating sheets). Applicants who do not meet the minimum advertised requirements cannot be considered for the position.

6.3.2 Prior to conducting interviews (including phone or videoconference interviews if utilized), the search committee must submit (via the People Admin system) the EPA Screening Report to HR. The Screening Report must be submitted prior to contacting applicants to schedule interviews.
   6.3.2.1 The Screening Report must indicate the names of those applicants the search committee wishes to interview and the job-related reason for non-selection for all applicants excluded from further consideration.
   6.3.2.2 After receiving the OED and HR approval of the Screening Report, the Unit may contact applicants to schedule interviews.

6.3.3 Updated Screening Reports must be submitted/approved prior to scheduling additional interviews:
   6.3.3.1 when the search committee has selected applicants for on-site campus interviews after having conducted phone (or videoconference) interviews, and
   6.3.3.2 if/when the search committee identifies additional applicants it wishes to interview.

6.3.4 All applicants who applied either (1) prior to the initial screening begins date, or (2) prior to the last Screening Report submission date (in the case of an updated Screening Report) must be evaluated and reflect the appropriate applicant status (i.e., selected for interview or not selected with job related reason for non-selection).
6.4 EPA Compliance Report
The Compliance Report is submitted after a candidate of choice has been identified and includes a list of all applicants who applied for the position, their applicant status, the job related reason for non-selection for all applicants eliminated, and specific information related to the selected candidate. The OED reviews the Compliance Report to ensure compliance with the EPA Recruitment Compliance Review Process Regulation and this SOP, including that reasons for elimination appear to be job-related. HR reviews the Compliance Report, including but not limited to, ensure the title/rank to be offered is consistent with the title/rank advertised, that non-faculty candidates selected appear to meet the stated minimum requirements, and to determine if there is any nepotism or UNC-system required reporting to consider.

6.4.1 After the interviews are complete and the hiring authority decides who should be selected for the position, the EPA Compliance Report must be completed and submitted via the PeopleAdmin system. The Compliance Report must be approved by HR and the OED prior to initiating an offer of employment or any related notices or negotiations with the candidate of choice.

6.4.1.1 Units should complete the compliance report tab and include the name of the first choice candidate (and second choice, if applicable), and other information including but not limited to, candidate’s degree completed, anticipated start/end date, proposed salary, and rank/title to be offered. The status for all excluded applicants must be updated to provide the reason for elimination.

6.4.2 Forward the Compliance Report via the PeopleAdmin system through the appropriate approval routing consistent with the Division’s practice, to include HR.

6.4.3 After the Compliance Report has been reviewed and approved by HR and the OED, the hiring authority should make a recommendation to the Division for a contingent job offer (please seek guidance from the appropriate Division Office regarding final appointment approval prior to initiating an offer of employment or any related notices or negotiations with the candidate of choice).

6.4.4 If the candidate of choice declines the offer and the Unit would like to offer the position to a second candidate of choice, the Unit should edit to reflect the change in applicant statuses and resubmit an updated Compliance Report. If the candidate of choice declines the position and the Unit wishes to extend the recruitment, the Unit should contact HR and request the position be reposted. (Please also see guidance about the Maximum Requisition Period at Section 6.2.4.)
7. Recordkeeping Requirements and Maintaining the Selection/Search File

7.1. Units are required by law to maintain all documentation of their efforts to implement these equal opportunity recruitment procedures for all EPA positions. Search files (or selection files if no search required) must contain the materials outlined below, as appropriate, and be retained by the hiring department pursuant to the University’s record retention schedule. Units that have received notice that a complaint of discrimination has been filed must maintain all relevant search and personnel records until one year after final disposition of the complaint, or if requested by the Office of University Counsel, a longer period as so requested.

7.2. Medical information: Requests for accommodations and/or any medical records or information about an applicant must be kept separate from any other personnel information and maintained in a confidential medical personnel file separate from the search file. Contact the applicable Division Office for specific guidance.

7.3. Items to be retained in the search file include:

7.3.1. Requests for reasonable accommodation, if any
7.3.2. Results of any physical examination, if any
7.3.3. Copy of all job postings and advertisements, including a list of all recruitment/outreach sources used
7.3.4. Application materials and any other expressions of interest in the position (PeopleAdmin will retain application materials submitted online. Units must maintain all other application materials received.)
7.3.5. Tests, if any, and test results
7.3.6. Interview notes
7.3.7. Names of any individuals referred for the position but who did not submit application materials for consideration
7.3.8. Any other records having to do with the hiring, transfer, or rates of pay or other terms of compensation, including but not limited to:

7.3.8.1. Notes of all search committee meetings and decisions
7.3.8.2. Copy of any correspondence (including emails) sent to and received from all applicants or others contacted regarding their interest in a particular position
7.3.8.3. Copy of rating sheet used to evaluate applicants (or a list of criteria used to evaluate applicants and how these criteria were applied)
7.3.8.4. List of all applicants interviewed, with interview date
7.3.8.5. Copy of standard questions asked each applicant
7.3.8.6. Written comments or written notes of comments from persons who interacted with an applicant, including evaluations of lectures or presentations
7.3.8.7. Information on reference checks made on each applicant, including notes of phone calls
7.3.8.8. Copy of standard questions asked each reference
7.3.8.9. Any other documents indicating how a search committee arrived at its decision

7.3.9 The OED will conduct random desk audits to assess compliance with these requirements.

8. Other Important Considerations When Conducting a Search/Selection Process

8.1. Interinstitutional Recruitment Policy: This policy reference comes directly from the UNC Policy Manual, which contains the official policies governing the UNC system and the constituent institutions, specifically, the Regulation on Recruitment of Employees from Other Campuses Within The University of North Carolina (300.2.7[R]), found here: http://www.northcarolina.edu/policy/index.php?pg=dl&id=s285&inline=1&return_url=%2Fpolicy%2Findex.php%3Fp%3D3Fpg%3Dvb%26tag%3Dtoc%7CThe%2BPolicy%2BManual.


8.3. Background Checks: ECU is committed to providing a safe learning and work environment for our students, staff and faculty. A background check is mandatory for any applicant who has been selected as a final candidate for a position. Additional information is available by accessing the ECU Faculty Criminal Background Check Policy and Procedures, found here: http://www.ecu.edu/cs-admin/humanresources/customcf/EPA_Administration/CBC_Policies/Criminal_Background_Check_Policy_for_Faculty.pdf, and the ECU Criminal Background Checks for SPA/CSS and SAAO/Non-faculty EPA Employees, found here: http://www.ecu.edu/cs-admin/humanresources/customcf/EPA_Administration/CBC_Policies/Criminal_Background_Check_Policy_for_SPA_CSS_and_SAAO_Non-faculty_EPA.pdf.

8.4. Open Meetings Requirement: If the search committee includes any persons that are not ECU faculty or staff, consult with the Office of University Counsel and Vice Chancellor for Legal Affairs to determine if Open Meetings Act requirements apply to the search committee meetings.

8.5. Use of Search Firms: Guidance for hiring authorities and search committees engaging the use of search firms to assist with recruitment may be found here: http://www.ecu.edu/cs-acad/oed/policies.cfm.

8.6. Interviewing Guidelines: Guidelines for Nondiscriminatory Interviewing and Interviewing an Applicant with Disabilities may be found here: http://www.ecu.edu/cs-acad/oed/policies.cfm.