



AA/EEO Checklist for Recruitments

If the recruitment is not an open recruitment, the AA Officer must review and approve prior proceeding. Documentation of approval must be in the recruitment file.

Every effort will be made to create a diverse search & screen committee.

Screening criteria and interview questions will be reviewed to ensure they are job related and not discriminatory in any way.

Job announcements will state:

"The University of Wisconsin is an AA/EEO employer committed to achieving a diverse workforce and inclusive community that welcomes and values a climate supporting equal opportunity and difference among its members."

Job announcements will be distributed and/or posted in at least the following:

- Diversity site (list here)

During the charge meeting for the search and screen committee, the unconscious bias handout will be provided and discussed with the committee.

After the committee reviews the pool to identify semi-finalist or finalist candidates to interview, the HR rep needs to analyze the initial applicant pool for overall make and compare it to the finalist pool. If a significant portion of the minority applicants have been eliminated, discuss with the AA Officer prior to interviews being conducted. The goal is to ensure the process is as inclusive as possible. In all cases, provide documentation of applicant pool make up to AA Officer and include a copy in the recruitment file.