

Name: _____
Search: _____
Unit: _____

MEMORANDUM

TO: All Clerical and Support Hiring Units

FROM: Office of Affirmative Action

The request to advertise your position vacancy has been approved in the Office of Affirmative Action and forwarded to Human Resources for review. Human Resources will notify you once final approval to advertise has been granted. **In order to avoid potential delays at the time of hiring, certain information must now be submitted at the time of request for pool approval/interview *rather than waiting to provide the information at the time of request to hire.*** Documenting your search efforts early in the process will make for a quicker flow of hiring paperwork at the end of the search. Please note that at the time of request to hire, all remaining documentation related to your search must then be submitted for the official search file that is ultimately housed in Human Resources.

Along with the request for pool approval/interview (which must be routed through the appropriate signatory officials for your unit), please include evidence of what your unit has done to satisfy the approved advertising plan for your position. Provide all of the following related to your search:

1. Copy of the approved advertising plan as returned to your unit by Human Resources.
2. Copies of all advertisements (if applicable) with the name of the publication and the date(s) the ads ran. Please locate and copy the actual ad as it was published.
3. A list of all applicants for the position along with their social security number. (This information can be included on the position matrix.)
4. The names of members of the search committee (if applicable).
5. The name and telephone number of the contact person for the search.
6. Any other documentation relevant to your search efforts.

If your advertising efforts included joint efforts with other searches, provide copies of the requested documentation with each request for pool approval/interview.

Thank you for helping the Office of Affirmative Action streamline the hiring process. If you have any questions, please call 372-3016.