



## Soliciting Required EEO Data for Outside Faculty Searches

### Key Information:

[Faculty Recruiting & Hiring Resources](#)

[Applicant Flow Log](#)

[Applicant Disposition Matrix](#)

[OMNI Recruiting Training Guides](#)

### When Advertising Externally/Outside of FSU System:

- The hiring committee should submit a draft of the external advertisement to the department's [assigned Recruiter](#) for review and approval **prior** to posting the advertisement in any external sources (including on the hiring department's website).
- External advertisements should direct applicants to the FSU jobs website to apply ([www.jobs.fsu.edu](http://www.jobs.fsu.edu)).
- External advertisements are required to have at least one of the following in order to give applicants an expectation of the timeline for the search process: application deadline, anticipated month/year of start date, or anticipated start date of application review.
- External advertisements are required to have a corresponding OMNI job opening and should be posted concurrently with the advertisement. They should not be posted prior to the approval of the OMNI job opening and should be removed from all external sources when the OMNI opening is removed from the FSU jobs site. Job openings are required to be posted for a minimum of 7 days.
- The hiring department should maintain a list of the recruitment sources utilized for the announcement (journals, chronicles, magazines, etc.). Later in the process, these must be listed on the Outside Recruiting tab of the job offer (reference Step 4 of this guide).
- Refer to [External Advertising Guidelines](#) for posting requirements when creating external ads.

### Soliciting Required EEO Data from Applicants:

Soliciting EEO data is a Federal requirement. It is highly recommended that a department utilize OMNI HR from the beginning to the end of the search and require all applicants to apply through the job opening. The application process captures applicants' qualifications and solicits EEO data as required.

If a department is *not* requiring job seekers to apply via OMNI and accepts applications/vitas outside of the system, the following additional steps must be taken to solicit the data offline from those applicants ***as applications are received***. Hiring departments should ***not*** wait until a top candidate has been identified and regrets notices have been sent to the applicant pool to solicit EEO data.

Step	Action
1.	<p>Use the following template to send an email to send to all applicants as applications are received (use blind copy if emailing multiple applicants at one time). The template contains a link to an electronic survey; responses by applicants will be sent directly to the Equity, Diversity &amp; Inclusion Office in Human Resources upon submission of the survey. <b>Maintain evidence of this outreach.</b></p> <hr/> <p>Subject: Equal Employment Opportunity (EEO) Applicant Survey</p> <p>Hello,</p> <p>Thank you for your interest in our _____ (<i>position title</i>) position in _____ (<i>department name</i>) at Florida State University. To meet the University's obligations as a federal contractor, we request that you complete our Equal Employment Opportunity (EEO) Applicant Survey as part of the application process. The Job ID number to which you applied is _____ (<i>insert Job ID</i>).</p> <p><i>Please note:</i></p> <ul style="list-style-type: none"> <li>- Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential – it will not be accessible to the hiring team for this search but will be sent directly to FSU’s Equity, Diversity &amp; Inclusion Office upon submission and kept separate from your other applicant information.</li> <li>- Applicants are considered for employment without regard to race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.</li> <li>- This information will only be used for completing the University's Affirmative Action Plan and will not be considered in making any employment decisions.</li> </ul> <p>To access the survey, please click this link:</p> <p><a href="#"><b>Florida State University – Equal Employment Opportunity (EEO) Applicant Survey</b></a></p> <p>We appreciate your time and assistance in ensuring equal employment opportunities for all our applicants.</p> <p>Thank you,</p> <p><i>(insert department representative’s email signature with contact information)</i></p>

Step	Action
2.	Maintain an <a href="#">Applicant Flow Log</a> : <ul style="list-style-type: none"> <li><input type="checkbox"/> List names of all applicants for which application materials were collected outside of OMNI. EEO data should be solicited from each applicant.</li> <li><input type="checkbox"/> Document the appropriate disposition code as assigned by the hiring committee referencing the <a href="#">Applicant Disposition Matrix</a>.</li> </ul>

Florida State University - Applicant Flow Log		
41 CFR 60.1.12 - Record Retention: All recruitment records must be kept for a minimum of 4 years (or minimum 5 years if a foreign national is hired).		
Complete this flow log after EEO data is solicited using FSU's Equal Employment Opportunity (EEO) Applicant Survey.		
Posting Title:	Teaching Faculty I, 12 Month Salaried (Mathematics)	
Job Opening ID:	46769	Position Number: 00082675
Job Code:	9060AS	Job Code Title: Teaching Faculty I 12 Mo SAL
Job Category:	Faculty	Recruiting Location (City, State): Tallahassee, FL
Department ID:	081000	Department Name: Mathematics
College:	College of Arts & Sciences	Division: Academic Affairs
Form Completed By (include email and phone number):	Sally Landis, HR Representative (slandis@fsu.edu, 850-644-0000)	
Last Name	First Name	Disposition Description <a href="#">Applicant Disposition Matrix</a>
Seminole	Susan	INTERVIEW-Not As Qualified: Experience
Osceola	Chief	REVIEW-Candidate Withdrew From Process
Appaloosa	Renegade	HIRED

Step	Action
3.	Once finalized, upload the Faculty/Staff Applicant Flow Log to the <b>Activities &amp; Attachments</b> tab of the OMNI job opening in <b>Microsoft Excel format</b> .

## Manage Job Opening

Save

Return | Recruiting Home | Search Job Openings | Create New | Add Note | Interviews | Print Job Opening

Job Opening ID 46769  
 Job Posting Title Teaching Faculty I, 12 Month Salaried (Mathematics...  
 Job Code 9060AS (Teaching Faculty I 12 Mo SAL)  
 Position Number 00082675 (Teaching Faculty I 12 Mo SAL)

Status 010 Open  
 Business Unit FSU01 (FSU Business Unit)  
 Department 081000 (Mathematics)  
 Job Family FAC (Faculty)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

### Job History ?

Date	Subject	Reason	Action Taken By
12/11/2019	010 Open		
12/04/2019	006 Pending Approval		
12/04/2019	005 Draft		

### Searches ?

No searches are related to this Job Opening.

### Notes

No notes have been added to this Job Opening.

Add Note

### Attachments

File Name	Description	Audience	Updated
_Faculty_Flow_Log.xlsx	_Faculty_Flow_Log.xlsx		05/05/2020 1:45PM

Add Attachment

Step	Action
4.	<p>On the <b>Outside Recruiting</b> tab of the job offer for the selected candidate:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Answer "Yes" to Question 1. List all recruitment sources utilized in the search (including all journals, chronicles, magazines, websites, email lists, etc.) where the job opening was advertised.</li> <li><input type="checkbox"/> Answer "Yes" to Question 2. This will prompt the recruiter to check for the competed Applicant Flow Log on the Activities &amp; Attachments tab of the job opening.</li> </ul>

Offer Details	Background Check	<b>Outside Recruiting</b>	Approvals
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**1. Was the vacancy/position advertised outside of OMNI?**

YES

If Yes, what were the external advertisement sources?

Mathjobs.org

242 characters remaining

If Yes, the department must retain a copy in their records.

**2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?**

YES

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

### Ensure proper recordkeeping for the search process:

- Maintain all CVs and any other materials received in response to the vacancy. These materials should be date stamped as proof that materials were received before the advertised application deadline.
- Maintain a list of the recruitment sources utilized for the announcement.
- Maintain all documentation related to the hiring decision. This includes all advertisements, postings, lists of nominators and nominees, candidate dossiers, rating sheets, long and short lists, and interview notes. All notes become part of the official record (except for personal notes that were never shared with anyone else).

**Note:** Search committee records must be kept for four years following the date of hire. If a foreign national is hired, records must be kept for five years. Reference [Recordkeeping Guidelines](#) for more details.

**Congratulations!**

You have completed this topic.

**Questions on these procedures? Contact your [Assigned Recruiter](#).**