

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 <u>assigned Recruiter</u> 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 (<u>www.jobs.fsu.edu</u>).
- 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.

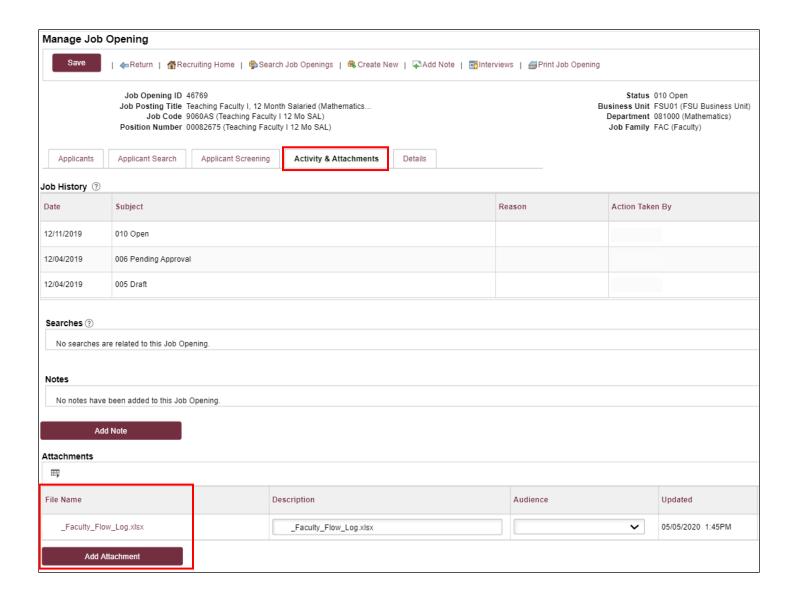
If a department is *not* requiring job seekers to apply via OMNI and accepts applications/vitas outside of the system, the following additional steps must be taken to solicit the data offline from those applicants <u>as</u> <u>applications are received</u>. Hiring departments should **not** wait until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

Step	Action
1.	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 & Inclusion Office in Human Resources upon submission of the survey. <i>Maintain evidence of this outreach.</i>
	Subject: Equal Employment Opportunity (EEO) Applicant Survey
	Hello,
	Thank you for your interest in our (position title) position in (department name) 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 (insert Job ID).
	Please note:
	 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 & Inclusion Office upon submission and kept separate from your other applicant information.
	 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.
	- This information will only be used for completing the University's Affirmative Action Plan and will not be considered in making any employment decisions.
	To access the survey, please click this link:
	Florida State University – Equal Employment Opportunity (EEO) Applicant Survey
	We appreciate your time and assistance in ensuring equal employment opportunities for all our applicants.
	Thank you,
	(insert department representative's email signature with contact information)

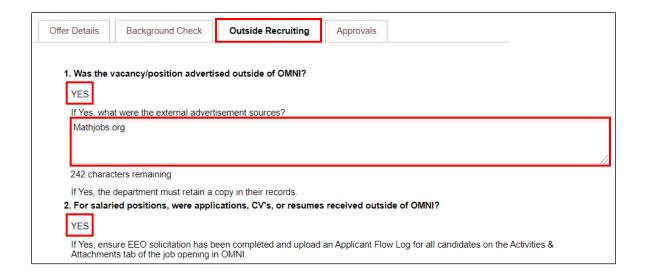
Step	Action
2.	Maintain an Applicant Flow Log:
	 List names of all applicants for which application materials were collected outside of OMNI. EEO data should be solicited from each applicant. Document the appropriate disposition code as assigned by the hiring committee referencing the <u>Applicant Disposition Matrix</u>.

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) **Position Number:** Job Opening ID: 46769 00082675 Job Code: 9060AS Job Code Title: Teaching Faculty I 12 Mo SAL Job Category: Recruiting Location (City, State): Tallahassee, FL Faculty 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) **Disposition Description Last Name** First Name **Applicant Disposition Matrix** Seminole INTERVIEW-Not As Qualified: Experience Susan REVIEW-Candidate Withdrew From Process Osceola Chief Appaloosa Renegade HIRED

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



Step	Action
4.	On the Outside Recruiting tab of the job offer for the selected candidate:
	 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.
	 Answer "Yes" to Question 2. This will prompt the recruiter to check for the competed Applicant Flow Log on the Activities & Attachments tab of the job opening.



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 <u>Recordkeeping Guidelines</u> for more details.

Congratulations!

You have completed this topic.

Questions on these procedures? Contact your Assigned Recruiter.