

## Office of Human Resources EEO Mid-Point Review Guidelines

Dean's Office is responsible for conducting the EEO mid-point review of applicant credentials.

1. Appointing a Designee to certify the search:
  - a. The designee must carry the minimum rank of Associate Dean.
  - b. The college must provide OHR with the contact information of the Deans' designee, including any updates or changes related to the appointment.
2. Mid-point review training:
  - a. The Dean and the appointed Designee are required to attend OHR mid-point applicant review training.
  - b. Training is available immediately and must take place ASAP whenever there is a change in appointment.
  - c. Training is open to all Associate and Assistant Deans within the college office.
  - d. When changes occur HR will provide the training in the in our space or in the college office.
3. Formal certification of the search will be required at the Request to Interview stage of the process.
  - a. OHR in document in Hiretouch will be provided. This form may only carry the Dean's or the Dean's designee's electronic signature; however, the Dean's electronic signature is required for all other search documents.
  - b. The signed certification form must accompany the completed Request to Interview form before approval will be granted by OHR to conduct on-campus interviews.
4. Consider the following questions as you undertake your review.
  - a. Does the pool appear to be adequate? As unusually low number of applicants should lead to an examination of the recruitment strategy and follow-up with the search committee to make sure that the agreed upon recruitment was done.
  - b. Are women, veterans, individuals with disabilities and minorities represented in the pool at levels suggested by their availability?
  - c. Did affirmative action constituent group members receive full and fair consideration? This is a critical function of the mid-point review. The applicant flow report should be carefully reviewed and those individuals from the affirmative action constituent groups who have self-identified should have their credentials re-examined to assure that they have not been overlooked. If there are questions about the comparisons of these applicants to the applicants identified for interview, then these questions should be satisfactorily answered before the interviews are approved.
  - d. Am I satisfied that everything has been done to this point in a manner consistent with HR/EEO standards? If you have any reason to believe that the University's HR/EEO standards have been compromised, you should not approve the request to proceed to the next step.
  - e. Make sure you are careful and fact based when identifying candidates strengths and weaknesses.

If you have any questions about this process, please contact the Office of Human Resources at 419-372-8472.