**Pre-Interview Approval Checklist – Faculty and Staff Searches**

Before you submit a search for OIE interview approval, please check for the following:

**Recruitment Efforts:**

* All recruitment efforts and sources are entered in PageUp
  + Email [workforce@uconn.edu](mailto:workforce@uconn.edu) with additional sources since search was initiated
* Proactive recruitment efforts include:
  + Sources beyond UConn Jobs and the HR contractual advertising such as The Chronicle, Inside Higher Ed, DIVERSE and HERC.
  + Professional networking, emails, listservs, postings, social media, LinkedIn etc.

**Applicants:**

* All applicants have a *status* of: Interview, Qualified or Unqualified

|  |  |
| --- | --- |
| Interview | Met all minimum qualifications |
|  | Met all or some preferred qualifications |
|  | Clearly distinguished from Qualified applicants |
| Qualified | Met all minimum qualifications |
|  | Possibly met some preferred |
|  | Clearly distinguished from Interview applicants |
| Unqualified | Did not meet minimum qualifications |
|  | Submitted an incomplete application (note in comments) |

* Applicants’ status updated first, then missing qualifications.
* Comments added to the *Summary* field to further explain, if necessary.
* Reasons are concrete, objective, and detailed based on posted qualifications, without feelings, broad general statements or discriminatory language.
* UCPEA applicants interviewed due to contractual obligations indicated in comments.

**Submission for Interview in PageUp:**

* In *Notes* section indicate that search is ready for pre-interview approval.
* *“E-mail this note to*:” box is checked.
* “*User:*” box has: *OIE Search Compliance.*

**Applicants moved from Qualified to Interview:**

* Status is changed from Qualified to Interview in PageUp.
* All applicants with similar qualifications are moved to Interview.
* Clear distinction between Qualified applicants moved to Interview and remaining Qualified.