

[Recruitment Compliance Report]

[also referred to as the UF Faculty Compliance Report]

Use this instruction guide for

- ✓ Assistance with the UF Faculty Compliance Report, which is required to complete the hiring process. The procedure comprises of two stages:
Stage 1 is completion of the UF Faculty Compliance Report
Stage 2 involves the UF Faculty Compliance Report Approval process

Security Roles

You need the following security roles to perform the actions described in this guide:

- ✓ **UF_HR Dept Hiring**
- ✓ Level 1 Approvers will also need:
UF_HR Level 1 Approver
UF_HR_APPR-JOB1 (with the corresponding Route Control set for the appropriate Department)

Stage 1 – UF Faculty Compliance Report

Navigation

- ▶ Log on to myUFL (<http://myufl.edu>) using your GatorLink username and password.
- ▶ Navigate to **Manager Self Service > Recruiting Activities > Job Requisitions/Postings > UF Faculty Compliance** by clicking the links in your myUFL menu.

To enter data for Report

- ▶ At search screen enter **Job Requisition Number**. Omit the initial 0 (zero) as you may only enter six numbers.
- ▶ Click **Search**
- ▶ **Note:** when entering Job Requisition data for the first time click **Add New Value**
- ▶ Add **Job Requisition Number** (you can use magnifying glass to look up). Omit the initial 0 (zero) as you may only enter six numbers.
- ▶ Click **Add**

Part A

- ▶ List of top 3-5 applicants in rank order:
- ▶ Enter names (Last, First, MI)
- ▶ Check the box(es) next to those applicant(s) to whom an offer was made
- ▶ Select each applicant's racial/ethnic group
- ▶ Select each applicant's gender
- ▶ Check the 'Hired' box next to the applicant hired for the position



Created in conjunction with
Training & Organizational Development

Part B

Indicate how many qualified applicants are in each racial/ethnic group

Part C

Indicate the number of applicants interviewed in each racial/ethnic group using the definitions below:

The university may obtain the race/ethnic identity of employees either by visual surveys or employment records. Conducting a visual survey and keeping post employment records of the race/ethnic identity of employees is legal under federal and state law. (Recruiters, however, are not encouraged to solicit such information by direct inquiry, especially of applicants.)

- **White** (Not of Hispanic origin) ; All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Black or African American** (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.
- **Hispanic or Latino** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Asian** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Malaysia and Pakistan.
- **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliations or community recognition.
- **Hawaiian or Other Pacific Islander** – Any person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Part D

Justification for Selected Applicant: provide the reason(s) you selected the candidate hired

Part E

If applicant declines offer, state reasons for declination

Part F

List the reason for rejecting applicants who were interviewed but not selected (enter the name and reason for rejection for each candidate interviewed)

Part G

Select **YES** or **NO** to indicate which of the following actions (if any) your search committee took to ensure a diverse applicant pool:

- ▶ **Received diversity coaching from the Associate Provost or a Provost Representative**
Your recruitment efforts must include developing a diverse applicant pool. Coaching on behalf of the Provost is available and encouraged
- ▶ **Attended diversity recruitment workshop**
Participated in a workshop or conference focused on building a diverse applicant pool. Check with the Office of the Associate Provost or Human Resources for additional resources
- ▶ **Consulted department or college diversity specialist**
Appointing an individual to act as your department or college diversity specialist is recommended. This individual should act as a consultant, resource and recruiter to ensure the department or college is knowledgeable and responsive to issues of diversity
- ▶ **Contacted UF faculty to solicit minority, women, and non-minority candidate nominations**
Requesting and receiving nominations from UF Faculty can be a valuable tool in building a diverse applicant pool
- ▶ **Used 'List of Five' for nomination letters**
- ▶ **Adopted year round diversity recruiting techniques**
Attending conferences and networking with new Ph.Ds, and institutions which are top producers of women, and minority Ph.Ds, is a proactive way to bring minority candidates to your department
- ▶ **Included an external diversity advocate on the search committee**
An external advocate can provide the committee with an objective perspective where internal options for diversity may be limited
- ▶ **Consulted professional 'talent banks' and registries**
The search committee should use discipline-specific resources to enhance the diversity of the applicant pool
- ▶ **Underscored diversity through the language used in the position announcement**
Job ads and position announcements should underscore the value of success in working with a diverse student population. Simply listing EEO is not enough. Emphasize the educational value of diversity
- ▶ **Informed minority and women's professional interest groups of the position opening**
The search committee should use discipline-specific interest groups as a recruiting resource for minority and women. Please consult the department chair if you need recommendations
- ▶ **Organized focus to access strengths and weaknesses of the recruitment program**
Did your committee benefit from the discussions or strategies for identifying strengths and weaknesses of your diversity recruitment efforts? You can accomplish this by conducting exit interviews with those who leave the organization, conducting follow-up interviews with applicants who visited the campus but were not selected for hire, and interviewing the incoming candidate hired for the position. Ask specific questions to help you determine the success of your diversity efforts
- ▶ **Placed ads in targeted journals and on specialized websites**
Discipline-specific publications and websites can enhance the diversity of your applicant pool
- ▶ **Initiated recruitment trips or other direct action and recruitment strategies to attract new minority and women Ph.Ds to the faculty**
A pro-active approach will provide a more diverse applicant pool
- ▶ **No Action Taken:** Select **YES** if no action was taken

Part H

- ▶ Enter the Hiring Data:
 - ▶ Appointment Salary
 - ▶ Date of Acceptance
 - ▶ Job Code
 - ▶ Effective Date of Employment
 - ▶ Department
 - ▶ There must be no discrepancy between the information provided in the Hiring Data and the information contained in the advertisement
 - ▶ Press the **Save** button

You have now entered all data required for the Report. To complete the process, follow the Approval procedure below.

Stage 2 – UF Faculty Compliance Approval

- ▶ To initiate workflow and approve a report: navigate to **Manager Self Service > Recruiting Activities > Job Requisitions/Postings > UF Faculty Compliance Approval**
- ▶ Review data entered and click **Save**
- ▶ The report will be sent automatically to your Level 1 and Level 2 Approvers
- ▶ You can check the approval status by reviewing this page
- ▶ When approval has been received, the **Approval Step Status** will show the name of the Approver and the date and the **Approve** button will be indicated
- ▶ If approval cannot be given, then the report can be recycled for amendments as required, and the **Recycle** button will be indicated
- ▶ When approval has been received the Report should be routed for original signatures as follows:
 - 1) College EO Officer
 - 2) Department Chair
 - 3) Dean
 - 4) Office of Institutional Equity & Diversity

Following receipt of these signatures, send the completed Report to the Office of Institutional Equity & Diversity

Additional Help

Office of Institutional Equity & Diversity

Tel: 352-273-1725

Email: eeo@ufl.edu

Website: <http://www.hr.ufl.edu/eeo/default.htm>

Faculty Recruitment Toolkit

Website: <http://www.aa.ufl.edu/aa/facdev/recruit/index.shtml>