

**SEARCH PROCESS FOREIGN INFLUENCE SCREENING – HIRING DEPARTMENT CHECKLIST**

**How to Use this Checklist:** The HR Partner/HR Coordinator should use this checklist as a guide to compile all required documents and complete the HR section of the Florida Statute 1010.35 Screening Form for submission to the Office of Institutional Equity (OIE) and the Office of International Collaboration and Export Control (OICEC) for review and approval. **For hires where only a single candidate was considered, the department must upload a statement in the Recruitment Plan Summary AND the Candidate Evaluation Summary indicating that this was a hire for a single candidate where no search was conducted. This statement should include the position title and department name. \*This form is for hiring department use only and should not be uploaded to the Screening Form.\***

**RECRUITMENT PLAN SUMMARY\*:** *Proactive recruitment has relevance for both diversity and organizational mission.*

The following is a list of active recruitment strategies. Please identify the strategies taken, if any. Please check all that apply.

<input type="checkbox"/>	Established a working relationship with similar colleges/departments at institutions with substantial numbers of women and historically underrepresented minorities
<input type="checkbox"/>	Promoted job opportunity to candidates at professional meetings and societies
<input type="checkbox"/>	Search committee members solicited contact information for women and underrepresented minorities from colleagues and invited them to apply
<input type="checkbox"/>	Women and historically underrepresented minority groups within relevant professional and academic associations were asked for the names of potential candidates
<input type="checkbox"/>	Women and historically underrepresented minorities who received significant professional recognition were contacted and asked for the names of potential candidates
<input type="checkbox"/>	Graduate departments at leading research universities were asked to recommend prospective applicants
<input type="checkbox"/>	A specific/intentional communication was initiated to potential faculty already in the department or college (i.e., visiting professors, adjunct or part-time professors, and graduate students)
<input type="checkbox"/>	Mass mailings to professional associations and community-based organizations were used to source candidates in general
<input type="checkbox"/>	Mass mailings to professional associations and community-based organizations were used to source women and candidates from historically underrepresented minority groups
<input type="checkbox"/>	A personal approach was used in recruiting candidates. For example, a letter, email, or telephone call was used to inform potential candidates about the position.

**Submit** a list of the journals, publications, discipline-based networks, job boards, and other media outlets where the committee’s ad was placed. Please attach copies of ads with the screening form submission.

If the committee did not advertise in media outlets targeting women and other underrepresented groups, **submit** a written explanation of why these outlets weren’t utilized.

**CANDIDATE EVALUATION PLAN SUMMARY<sup>1</sup>:** *Search documentation must provide evidence that each candidate was evaluated against the same set of objective criteria. The committee should use the position description/job posting to develop minimum and preferred criteria, as well to develop a standard set of interview questions.*

**Submit** a Candidate Evaluation Plan Summary that includes responses to the following questions:

- Description of how the committee used the position description/job posting to develop applicant screening criteria for each screening round (round one for minimum requirements and subsequent round(s) for preferred requirements).
- Description of the screening criteria published in the position description/job posting that was later used to evaluate each candidate. Please describe criteria used for each round and be specific.
- Description of how the committee used the position description/job posting to develop interview questions.
- Description of the evidence the committee obtained that led members to believe that the selected candidate would make a position contribution to UCF’s mission and strategic objectives.

<sup>1</sup> The Recruitment Plan Summary and Candidate Evaluation Plan Summary as described above applies to the employment of individuals employed in research or research related support positions where a search was conducted involving more than one candidate under consideration. For individuals employed in research or research related support positions where a Request for Exemption from Posting was approved by OIE, a copy of the approved Exemption Request form should be uploaded with the screening form.