SOUTHERN UTAH UNIVERSITY
Equal Employment Opportunity Process Form

This form is to be initiated and signed by the individual primarily responsible for recommending a person to be hired at Southern Utah University. Signatures are also required of those who are administratively responsible for hiring and who are satisfied that Affirmative Action procedures were followed. One copy is to be attached to the Recommendation for Appointment.

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Being primarily responsible for following recruitment and hiring procedures as outlined in the Affirmative Action Program, I certify that in recommending _____ for the position of _____ the procedures checked below were carefully followed.

Date _____ _____

Search Committee Chair Signature

1. ☐ Seriously searched for a qualified applicant from minorities and women.
2. ☐ Veteran's preference was given to qualified applicants.
3. ☐ Qualified in-house applicants were given special consideration.
4. ☐ Prospective staff employee: the position was advertised for 15 days through the SUU online employment site, local, regional, or national publications (as appropriate), and the Department of Workforce Services.
5. ☐ Prospective faculty or administrative employee: the position was advertised for 30 days through the SUU online employment site, local, regional, or national professional publications (as appropriate), and the Department of Workforce Services.
6. ☐ All applicants who were considered for this position furnished the required application materials.
7. ☐ A copy of the position announcement was filed with the Affirmative Action/Equal Opportunity Director.
8. ☐ Final candidates were given the opportunity to be interviewed, and references were carefully checked before candidate was recommended for hire.
9. ☐ The qualifications of the recommended candidate best meet those required in the job description; personal biases and non-objective data that may be discriminatory were not factors in making this selection.
10. ☐ The Personnel Action Form has been filed with the Affirmative Action/Equal Opportunity Director.

We believe that the above procedures have been followed:

Names of Screening & Interviewing Committee:

_____ _____

_____ Department Chair Date

_____ _____

_____ Dean or Supervisor Date

_____ _____

Vice President/Provost Date