

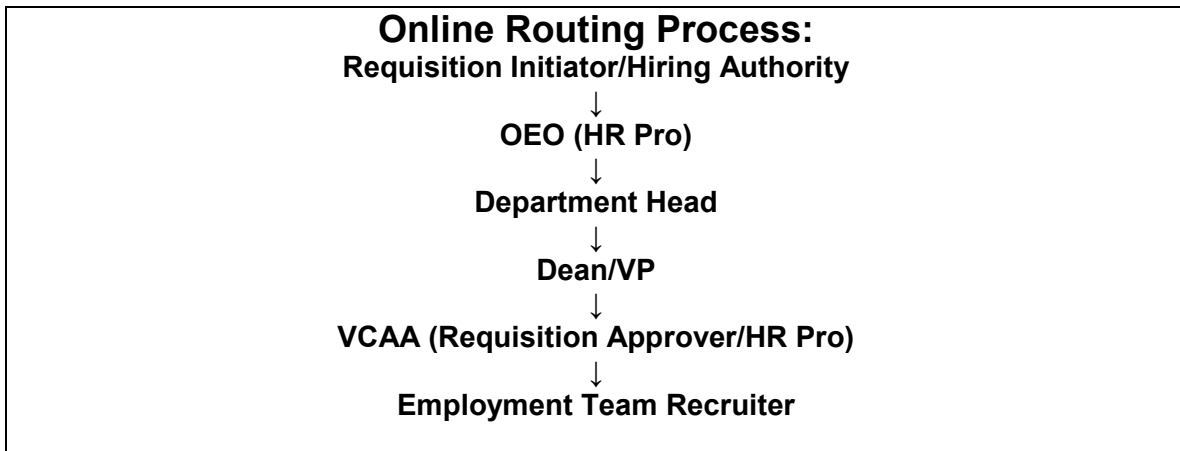
# What is the UMD OEO part in the new online employment system?

## 1. Regular Faculty and Senior Administrator Searches

### Initiation of the Search

Consultation with UMD OEO (OEO) is required at the onset of the creation of the requisition (requisition). In their role as HR Pro, OEO will review the requisition and provide consultation feedback in the Notes/History section of the requisition.

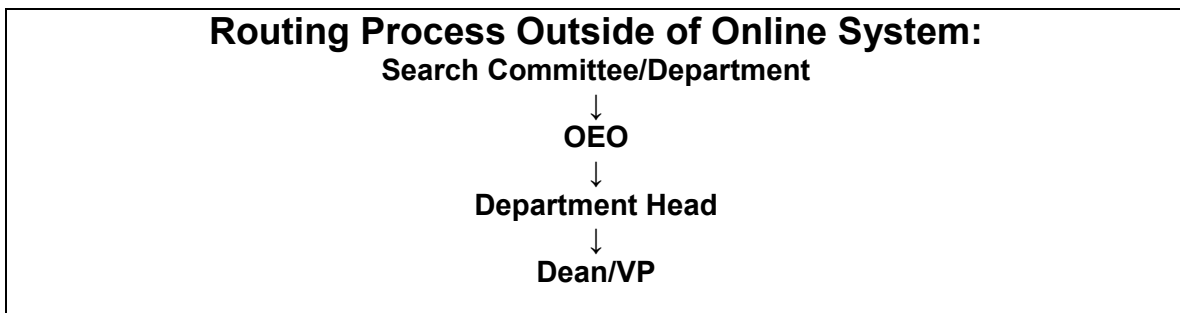
EOAA goals and the search committee members (gender/race/employment category) are identified when the requisition is created. OEO will meet with the search committee to discuss/consult on EOAA issues regarding advertising and recruiting, applicant pool selection, and candidate referral. All search committee members must receive this training.



### Applicant Pool Consultation/Approval

Obtain Pool Approvals:

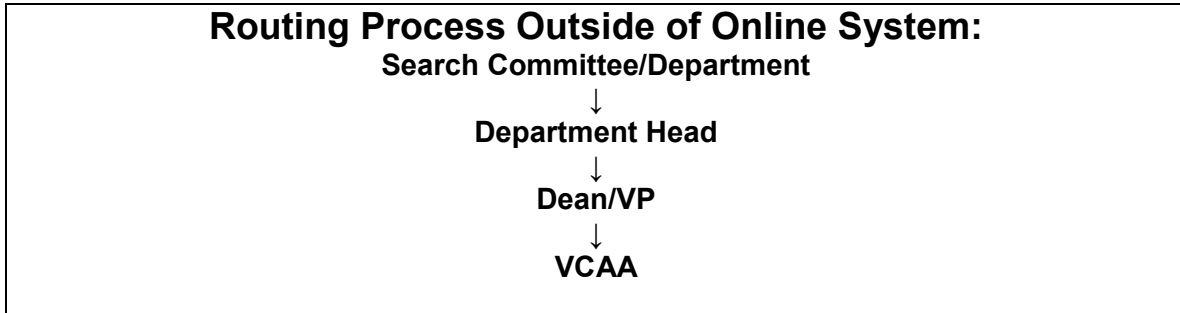
1. Send a memo to OEO via email with the list of applicants referred for interviews, along with reason(s), based on selection criteria, for non-selection of qualified minority and/or female applicants. Route to OEO for consultation and feedback. Simultaneously, hand-deliver to OEO any applicant documents not available electronically. OEO will review the applicant pool online and advise of any potential problems or concerns via reply email.
2. Route request for approval by the Department Head and then by the Dean.



## Candidate Referral for Hire

Refer a Candidate for Hire to VCAA. Final approval to hire is required by Vice Chancellor Vince Magnuson. Send a memo to Vice Chancellor Magnuson via email (copy Betsy Behning) with the name(s) of the candidate(s) you wish to hire. Vice Chancellor Magnuson will comment and convey his decision via reply email. Remember to change the applicant status online at each stage reached during the search process.

OEO is available for consultation at the candidate referral stage and throughout the search process.

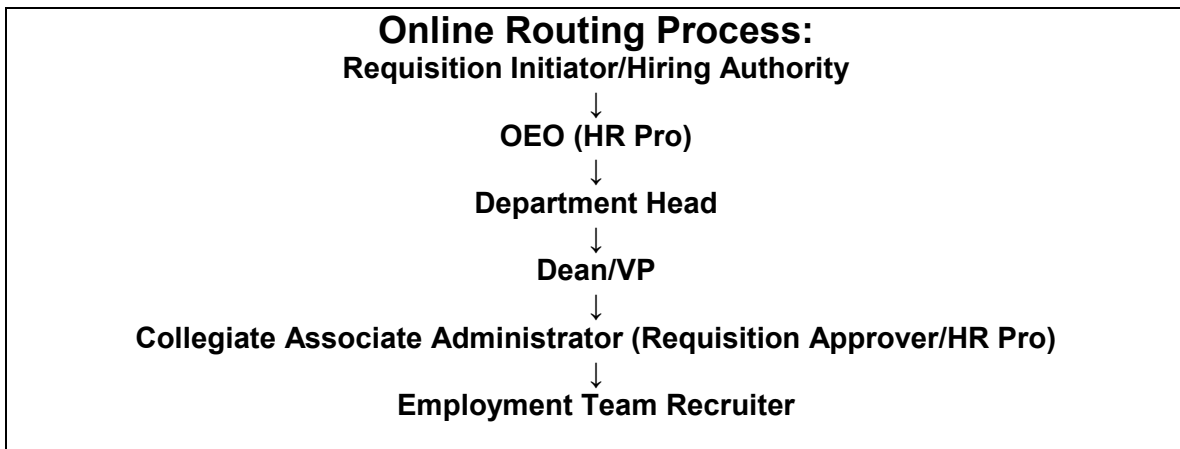


## **2. Non-Regular Faculty and P&A Searches**

### Initiation of the Search

Consultation with OEO is required at the onset of the creation of the requisition. In their role as HR Pro, OEO will review the requisition and provide consultation feedback in the Notes/History section of the requisition.

EOAA goals and the search committee members (gender/race/employment category) are identified when the requisition is created. OEO will meet with the search committee to discuss/consult on EOAA issues regarding advertising and recruiting, applicant pool selection, and candidate referral. All search committee members must receive this training.



## Applicant Pool Consultation/Approval

Obtain Pool Approvals:

Send a memo to the Dean via email with the list of applicants referred for interviews. The Dean will comment and provide his/her decision via reply email. Remember to change the applicant status online at each stage reached during the search process.

### **Routing Process Outside of Online System:**

**Search Committee/Department**



**Department Head**



**Dean/VP**

OEO is available for consultation at the applicant pool stage and throughout the search process.

## Candidate Referral for Hire

Refer a Candidate for Hire:

Approval by the Dean is required. Send a memo to the Dean via email with the name(s) of the candidate(s) you wish to hire. The Dean will comment and provide his/her decision via reply email. Remember to change the applicant status online at each stage reached during the search process.

### **Route Process Outside of Online System:**

**Search Committee/Department**



**Department Head**



**Dean/VP**

OEO is available for consultation at the candidate referral stage and throughout the search process.