

The Office of Equal Opportunity (OEO) has the responsibility of monitoring equal employment opportunities for the university. To insure compliance with this mission, a random review of faculty searches is conducted on a monthly basis.

During the audit process, the OEO will require the hiring department to submit the following documentation and information:

- Methods of Advertisement used to recruit position
- Length of time the posting was open on JobLink
- Efforts used to diversify the pool of applicants
- Documentation indicating if nominations were solicited from or announcements sent to colleagues and professional organizations
- Evaluations of each applicant whether rejected in the initial screening or interviewed by the search committee
- List of core questions used for screening and interview process

The following form will be emailed to the search chair and person that entered the job information into the JobLink hiring system.

## James Madison University Faculty Search Audit

The **Office of Equal Opportunity** randomly audits faculty searches that are conducted on the campus of James Madison University.

The search for position number \_\_\_\_\_ that closed on \_\_\_\_\_ has been selected for audit.

Please complete this form, attach requested documentation and **return to the Office of Equal opportunity, MSC 5802 no later than** \_\_\_\_\_.

Any questions should be directed to the Office of Equal Opportunity @ 86991.

1. **Please list methods of advertisement used to recruit this position**
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2. **Length of time the posting was open in JobLink** \_\_\_\_\_
  
3. **List efforts used to diversify the pool of applicants** *example – explored new advertising markets, changed wording of job announcement, etc.*
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4. **Documentation indicating if nominations were solicited from or announcements sent to colleagues and professional organizations** *attach copy of letter or email used and briefly explain audience or list organizations*
  
5. **Attach evaluations of each applicant whether rejected in the initial screening or interviewed by the search committee** *rating sheets, evaluations, ranking summaries*
  
6. **Attach list of core questions used for screening and interview process – include questions and notes from telephone interviews and on-campus visits**

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**\*\*\*Please send photocopies only. Originals must be retained in the hiring department for a minimum of 3 years\*\*\***