

James Madison University Faculty Search Audit

The search for position number _____ that closed/filled on _____ has been selected for audit.

Please complete this form, attach requested documentation and **return to the Office of Equal opportunity, oeo@jmu.edu or MSC 5802 no later than _____.**

Any questions should be directed to the Office of Equal Opportunity at oeo@jmu.edu or by calling x86991.

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

*****Documentation may be submitted electronically (preferred) or by paper copies. Originals must be retained in the hiring department for a minimum of 3 years*****