OFFICE FOR INCLUSION AND CIVIL RIGHTS

GUIDELINES FOR HIRING MANAGERS & SEARCH COMMITTEES

Hiring managers and search committee members involved in the search and hire process must be aware of UConn and UConn Health's state and federal compliance obligations to ensure a fair, equitable, and non-discriminatory search process.

COMPOSITION

To ensure a broad and inclusive search:

- Include subject matter experts on the search committee as well as others from related areas to bring diverse perspectives.
- Everyone involved in the search process must complete Search Compliance Training to ensure understanding of the concepts and legal/compliance obligations and best practices.
- *For UConn Health only*: For staff positions, a search committee is not required but is recommended. It is recommended to have more than one person involved in evaluation decisions.

CONFIDENTIALITY

Confidentiality is important to the functionality of a search committee or a hiring manager during a search.

- Applicant information should not be discussed or shared with individuals not involved in the search or on the committee.
- Applicants should be able to expect confidentiality until the finalist stage where they will potentially be meeting members of the community.
- Sharing applicant information prior to evaluating and determining the interview pool provides an opportunity for bias and inconsistent applicant evaluation.

CONFLICT OF INTEREST

Any relationship where the hiring manager/search committee member would benefit from the hire or advancement of the applicant or where an applicant would receive a non-objective, biased evaluation, either positive or negative, should be disclosed.

The conflict should be recorded and the individual with the conflict would potentially need to recuse themselves from the evaluation.

A search committee member or hiring manager cannot be a reference for an applicant.

RECRUITMENT

A broad and robust recruitment effort is part of the good faith effort and the foundation of a successful and compliant search. Developing a proactive, comprehensive recruitment strategy prior to posting an open position will yield more qualified candidates and provides an opportunity to diversify your applicant pool.

***Remember* to documument all recruitment efforts in PageUp or iGreentree as applicable.**

Strategic and Targeted Recruitment Methods

- Relevant professional publications
- Social media, field specific forums, and sites such as LinkedIn, Indeed, etc.
- Attending professional conferences, to network and connect with other colleagues
- Engaging with affinity groups in professional associations
- Direct contact via email or phone to colleagues that may be potential applicants or can recommend other colleagues or former/graduating students
    - o This effort also contributes to developing pipelines for future positions and underrepresented populations

Additional information relative to compliance in the search and hire process is included on the OICR website.