Office for Inclusion and Civil Rights

Required Search Documentation

UConn Health

To ensure institutional compliance and maintain an equitable hiring process, all search documentation must be entered in **iGreentree** in a timely manner. Incomplete documentation puts UConn Health at risk of non-compliance with legal requirements.

All search materials and initial screening data **must be uploaded to iGreentree** as the search progresses.

iGreentree is the official search record for UConn Health.

Prior to Applicant Interview

✓ Final version of the job posting

✓ Recruitment efforts and sources utilized

✓ Applicant evaluations prior to interviews:

- **Does Not Meet Position Requirements** - *Minimum* qualification(s) not met and recorded.
- Incomplete applications noted
- **Not Interviewed -** *Preferred* qualification(s) not met and explain which qualifications were not met and how.

Be sure recruitment efforts include: Listservs, professional associations, social media (e.g., LinkedIn), professional publications, and direct networking (phone calls, emails, conferences).

Post Interview - Prior to Hire

✓ Skills assessment examples with scoring methodology

✓ Evaluations of interviewed applicants:

- **Interviewed applicants** (not selected): 2–3 sentences explaining how the applicant did not meet qualifications based on the interview and why they were not selected
- **Selected applicant**: 4–5 sentences explaining how the applicant met the qualifications, based on the interview and why they were selected

All documentation must be entered in iGreentree prior to the selected applicant's offer.
All applicants must have an evaluation before the search is closed.
All search documentation must be kept for 3 years.

REMEMBER

Evaluations and justifications must be **Relevant, Objective, Demonstrable** and **Non-Comparative**

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

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