



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

EQUAL EMPLOYMENT OPPORTUNITY – HIRING PROCESS CHECKLIST

- I. A department submitting a **“preliminary”** Hiring Packet: must provide copies of the following **document(s)**:
 - A completed Search Committee Identification Form;
 - A **Job Description** (downloaded from PAWS) for the subject position;
 - A copy of **an Application** for each of the candidates reviewed by the department;
 - An **initial set** of Interview questions written on the Standard Interview Question Matrix and **submitted for the EEO Compliance Officer** (or their designee's) **approval**.
 - An **initial** Standard Hiring Evaluation **Matrix** upon which the **names of each applicant** must appear along with **job skill screening areas**, and any justifications **and/or** reasons for exclusion from further consideration any applicants from the interview process.

- II. A department submitting a **“final”** Hiring Packet must provide copies of the following **document(s)**:
 - A **post-interview** Standard Interview Question Matrix that includes each interviewee's responses to interview questions. *Each search committee member must complete one for every applicant interviewed for the position.*
 - A **completed** Standard Hiring Evaluation Matrix that includes each Applicant's pre-review skill scores, interview scores and overall aggregate scores; and, if applicable, justifications as to why any applicants may have been excluded from further consideration.
 - Any correspondence between any of the applicants and search committee **inclusive of reference check** information.