



SEARCH PROCESS

1. *Departmental Needs*: An open position is an opportunity to revisit the mission and goals of the department. Once a position becomes vacant, or knowledge of future vacancy becomes apparent, it is important to look at the open position and determine what changes need to be made to meet departmental goals.

Review of the Job Description; think about the traits and skills of your current team and determine what will strengthen, complement, and challenge your department.

2. *Requisition Creation*:

- a. *Process* – See http://www.du.edu/hr/employment/job_posting_instructions.html
- b. *Marketing* – you should be selling yourselves and your department as much as the candidates will be promoting themselves.
- c. *Supplemental questions* – are an excellent way to prescreen applicants.

The following are examples:

Describe, using your own experiences, why diversity and equal opportunity are important aspects in an organization.

Please describe what inclusive excellence means to you.

How have you incorporated inclusive excellence into your research, teaching and/or service?

How might your research, teaching and/or service foster DU's value in striving for excellence, innovation, engagement, integrity and inclusiveness?

- d. *Advertising* – allows you to increase the size your applicant pool, and also allows you to reach diverse applicants.

Determining where you want to advertise is important so you can reach the pertinent audience for your position; however, it is also valuable to think creatively about where you might post a position to attract diverse applicants and/or candidates who are committed to inclusive excellence.

Dr. Mixon-Mitchell has created a resource list for advertising to assist in attracting a large and diverse pool of candidates. See <http://www.du.edu/cme/docs/DUCMEFacHiringPubs3-2013.pdf>.



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Also, don't just advertise and wait for the applicants to come you, go out and find the talent through networking opportunities <http://www.du.edu/cme/docs/DUCMEFacHiringOrgs3-2013.pdf> (also created by Dr. Mixon-Mitchell)

3. *Applicant screening:*

- a. *Legalities* – See Steer Clear handout
- b. *Preliminary screening* – Create your criteria before screening applicants; screen only the information requested.
- c. *Virtual interviewing*
- d. *On-campus interviews*
- e. *Reference checks* – See Reference Check handout

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