

Claremont Graduate University (CGU)

Affirmative Action Hiring Process for Staff Employment

CGU has established a review process to monitor and document the institution's commitment to Affirmative Action to all staff employment. The process of Affirmative Action seeks to reach the largest and most diverse pool of individuals, to encourage them to apply for positions, and to ensure equitable treatment in obtaining information about and evaluating their qualifications.

This document describes the implementation of the CGU Affirmative Action process for staff employment. It pertains to the recruiting for all regular staff positions of half time or greater. Each Senior Officer is responsible for ensuring that these procedures are followed in his/her areas of responsibility.

If the department head/supervisor believes It is in the University's best interest to waive the affirmative action recruitment requirements, or a normal search strategy, he/she must prepare a written request and submit it, through his/her Senior Officer, to the President, who, in consultation with the Affirmative Action Officer (AAO), will evaluate the request. The department head/supervisor must receive written approval form the President. If the request is not approved, recruitment or a normal search strategy must proceed.

Procedures for Hourly and Salaried Employees (Non-exempt, Grades A-H) and Salaried Employee (Exempt, Grades 1-4).

1. The Employment Requisition Form and Job Description are produced by the hiring department with the appropriate department head/supervisor signature. (It is assumed that the department has discussed the job description and qualifications and has determined that the position is necessary.
2. The Employment Requisition Form and Job Description are sent to CGU Human Resources for approval and processing.
 - a. The CGU Human Resources Office provides the department head/supervisor with an Affirmative Action information packet and blank Compliance Report.
 - b. CGU Human Resources recommends advertising and recruitment strategies, and a sufficient time frame for recruitment. CGU Human Resources will place the ads if requested by the hiring department or the hiring department may place the ads. Advertising expenses are borne by the hiring department.
 - c. All positions must be open for at least five working days to allow interested applicants time to apply.
 - d. CGU Human Resources will process incoming applications and resumes.
3. CGU Human Resources sends applications and resumes to the department head/supervisor for review.

- a. At least two applicants must be interviewed for each position.
- b. The department head/supervisor completes the Confidential Interview Report Form attached to each application. (Even for those whose applications are only reviewed on paper.
- c. When the hiring department comes to agreement on an applicant, the Associate VP for Human Resources must review the three top candidates to insure the hiring process has met all requirements. An offer to the finalist cannot be made until the candidate has been approved by his/her Senior Officer, Human Resources, and has gone through a background check.
- d. Within two weeks, the hiring department returns the completed and signed Affirmative Action Compliance Report and applications (with attached Confidential Interview Report Forms) to the CGU Human Resources Office.
- e. The hiring department must notify all unsuccessful interviewed candidates. The hiring department will notify the successful applicant. The CGU Human Resources office will prepare the offer letter.

Procedures for Salaried Employees (Exempt, Grade 5 and above)

*If the department head/supervisor believes It is in the University's best interest to **waive** the affirmative action recruitment requirements, or a normal search strategy, he/she must prepare a written request and submit it, through his/her Senior Officer, to the President, who, in consultation with the Affirmative Action Officer (AAO), will evaluate the request. The department head/supervisor must receive written approval form the President. If the request is not approved, recruitment or a normal search strategy must proceed.*

1. The department head/supervisor establishes a search strategy and job description, with assistance from CGU Human Resources and campus committees, as appropriate.
2. The department head/supervisor submits an Employment Requisition Form, Job Description, and suggested Search Committee and Chair to appropriate Senior Officer for approval.
3. With approval, the department head/supervisor sends the Employment Requisition Form to the CGU Human Resources Office for review and processing.
 - a. CGU Human Resources provides the Chair of the Search Committee with an Affirmative Action information packet and blank Compliance Report.
 - b. After consultation with the Search Committee Chair, CGU Human Resources advertises the position in a variety of locations designed to attract a diverse applicant pool. The advertising expense is borne by the hiring department.

4. The Search Committee reviews applications and completes the Confidential Interview Report Form for each applicant.
 - a. At least two applicants must be interviewed for each position.
 - b. When the Search Committee comes to agreement on an applicant, the Associate VP for Human Resources must review the three top candidates to insure the hiring process has met all requirements. An offer to the finalist cannot be made until the candidate has been approved by his/her Senior Officer, Human Resources, and has gone through a background check.
 - c. Within two weeks, the Committee Chair returns the completed and signed Affirmative Action Compliance Report and applications (with attached Confidential Interview Report Forms) to CGU Human Resources Office.
 - d. The hiring department must notify all unsuccessful interviewed candidates. The hiring department will notify the successful applicant. The CGU Human Resources office will prepare the offer letter.