

## PROCEDURES AND FORMS REQUIRED FOR AFFIRMATIVE ACTION SEARCHES – POLICE OFFICER/PROTECTIVE SERVICE

The following checklist indicates the materials necessary for the completion of Affirmative Action searches for police officer/protective service positions.

Step I. ***Selection Criteria:*** The Office of Equity and Diversity audits all university searches. Please contact the Office to schedule a meeting to go over the affirmative action procedures and candidate selection criteria once the Search Plan has been approved.

Step II. ***Interview Process:*** The following items should be submitted to the Office of Equity and Diversity for candidate approval prior to scheduling on campus interviews:

- List of candidates for on campus interviews and summary of rationale for interview request
- Copies of the applications and three references for each candidate
- Copy of the selection criteria and interview questions
- Certification of reference review

Step III. ***Search Conclusion/Search Report:*** A Search Report is required prior to hire. The following items should be submitted at the conclusion of the search:

- Search Report with completion of all disposition codes
- 3 current letters of reference for each candidate put forward
- Rationale for a minimum of three unranked finalists
- Sample copies of all correspondence to candidates, memos regarding the search, reference check information, etc.

Additional information can be requested from Diane Eubank, Gelsi and Young Hall, Room 254, ext. 55596. Additional forms and instructions can be found on our website [www.easternct.edu/depts/aa](http://www.easternct.edu/depts/aa) or in <outlook:\\Public Folders\\All Public Folders\\Common University Forms>.