

What is "compliance" in recruitment?

The university, serving as a federal contractor, must abide by the rules of the Office of Federal Contract Compliance Programs. utilizing the Applicant tracking system iCIMS or Faculty Search properly, we are assured to be compliant



01

The job Ad is created and posted live .

All internal and external candidates should be able to view and apply to all opportunities that are available in the campus enterprise. The job should be posted the minimum number days for staff and faculty. The Ad should include consistent and complete EEO language.



02

The Job Ad is posted to a wide diverse audience.

Emory University utilizes Direct Employers and the Job Alliance to ensure all postings go to a wide diverse audience for women, minorities, veterans and those with disabilities. Currently reaching over 400 sites. Additionally, the postings go to Insight into diversity, Higheredjobs.com, indeed.com and LinkedIn.com. All searches must include a documented "good faith effort" to reach under served communities.



03

All candidates information is reviewed and marked according to status to include "interviewed"

All candidates submissions are reviewed and matched to the corresponding posted job description. Candidates are invited to interview in any given format to include phone, video, conference and campus. the minimum amount of interviews per search is three (3). All candidates statuses should be denoted with "interview" for the official record.



04

All candidates are offered the ability to "Self- identified" as to gender, race, ethnicity, disability and veterans status.

A federally mandated form and format must be provided at the applicant status and the same information should be gathered at the employee status as well , with an option to opt out as a candidate.



05

All candidates should be given a final status or "disposition"

The government requires that all candidates be rejected and given an official reason for not being selected. This is called a "disposition" and the Applicant tracking system offers us the ability to do this one at a time or in mass.

Notes:

EMORY UNIVERSITY PRACTICE AND PROCESS IS TO ENSURE THAT EACH FACULTY SEARCH IS DOCUMENTED TO INCLUDE A REQUEST FOR A "CANDIDATE DIVERSITY REPORT" AT THE INTERVIEW STAGE. FOR THOSE SEARCHES THAT ARE TENURE, TENURE TRACK OR WHOLELY RESEARCH BASED, A JSR (JOB SEARCH REPORT) SHOULD BE FILED WITH THE PROVOST OFFICE.
