



UNIVERSITY OF
NORTHERN COLORADO

ROLE OF AAEO COORDINATOR IN A SEARCH

- ▶ The AAEO coordinator should be familiar with UNC's affirmative action policy below:

The University of Northern Colorado is an Affirmative Action/Equal Opportunity employer that is committed to a culturally diverse staff, faculty, and student body.

The University will not engage in unlawful discrimination in employment or educational services against any person because of race, color, religion, gender, age, national origin, disability, or veteran status. Veteran status and people with disabilities are encouraged to apply. It is the University's policy to prohibit discrimination in employment or educational services on the basis of sexual orientation or political affiliation. The University will likewise take affirmative action to ensure that student applicants and enrolled students are treated during the enrollment at the University without regard to race, religion, gender, age, national origin, disability or veteran status. Such affirmative action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff, retirement, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Furthermore, the University will post in conspicuous places, notice setting forth the provisions of this University's Equal Opportunity Policy.

- ▶ The hiring authority should meet with the AAEO coordinator to discuss responsibilities related to the search and the charge to the search committee.

▶ When the search committee is ready to begin review of applications, the AAEO coordinator should run the Departmental EEO report from Peopleadmin to check the diversity of the applicant pool. (Contact HR if you need access to Peopleadmin.) The AAEO coordinator and search chair should review the report to analyze how protected classes are represented. If it is felt that the diversity in the pool is not wide enough, a request can be made to the hiring authority to further advertise to elicit more minority candidates.

- ▶ AAEO coordinator approves screening criteria, interview questions, and reference questions.

▶ AAEO coordinator conducts exit interview with candidates brought to campus at the end of the interview process. The Candidate Exit Interview form is available at <http://www.unco.edu/human-resources/employee-resources/forms.aspx> under the Hiring category.

▶ At the end of the search, the AAEO Coordinator should complete the AAEO Closing Sheet: http://www.unco.edu/human-resources/pdf/new-documents/aaeo_closing_sheet_new.pdf and attach candidate exit interview forms to it. Submit to the search chair to be enclosed with search closing documents.