

# UGAJobs Quick Guide: EOO & NDAH Issues of the Search Process

*Created by the Equal Opportunity Office*

## 1) General Issues:

- a. The rules are designed to require searches – exceptions are limited in time or scope (See EOO website)
- b. If you think you might hire someone requiring permanent residency, contact the Office of International Education before you start – or ASAP if you have a candidate requiring permanent residency
- c. If you are conducting the search, you are drafting the search parameters and must follow them
- d. Do not engage in discrimination, even benevolent discrimination, or generally ask about protected categories

## 2) The Search Process

- a. General Rule: ALL faculty and administrative appointments require a search
- b. Exceptions:
  - i. One year limited term – renewable, but must receive Provost approval for third term
  - ii. Part time appointments – less than 75% time
  - iii. Accompanying spouse/partner
  - iv. Acting/interim appointments
  - v. Appointees with grants in their names (PI or Co-PI)
  - vi. Add-on administrative duties
  - vii. Visiting faculty
  - viii. Retire-rehire
  - ix. Unique qualifications – example: Nobel Laureate

## 3) Follow Your Search Rules

- a. You draft the search parameters and must follow them – think through implications
  - i. If you make the search requirements too general, many applicants may meet them, and you will need to consider all of those applicants
    1. Ex. Requiring a “graduate degree” means you have to consider everyone with a graduate degree
  - ii. If you make the search requirements too specific, few or no applicants may meet the requirements
    1. Example: Requiring an “MBA in small business development and 10 years’ experience in a higher education setting” could prevent you from receiving a single application meeting this qualification
- b. You cannot ignore the search parameters because the “ideal” candidate doesn’t qualify
- c. Be prepared to articulate why you selected a person or eliminated a person from consideration

- i. This does not need to be extensive. For example, if the position description lists Ph.D. in minimum requirements, and 10 applicants do not have a Ph.D., it is acceptable to articulate that these candidates did not meet the minimum requirements because they did not have a Ph.D.

#### **4) Discrimination in the Search Process**

- a. Cast a wide net for applicants – consider working with HR or the Office of Institutional Diversity to expand the scope of your search and advertising
- b. Hire the best qualified candidate for the position without respect to protected categories
- c. Remember, while the person is interviewing, every communication is part of the interview
  - i. Don't allow chit-chat to stray into protected categories
  - ii. The purpose of the interview is to determine whether the person can do the job and to figure out which of the candidates can do the job best – all questions should start from here

#### **5) Topics to Avoid – *just because a candidate opens the door to one of these issues does not mean you should walk through it!***

- |                                       |  |
|---------------------------------------|--|
| a. Race/ethnicity                     | i. Religion  |
| b. National Origin                    | j. Membership in unions and non-professional clubs |
| c. Disability                         | k. Military status                                 |
| d. Age                                | l. Criminal Record                                 |
| e. Gender                             | m. Financial Status                                |
| f. Sexual Orientation/Gender Identity | n. Health Issues                                   |
| g. Appearance                         | o. Genetic Information                             |
| h. Family/pregnancy                   |  |

#### **6) Tagline – don't forget to include the tag line in the Job Summary and/or attached advertisements!**

The full recommended tagline reads:

**“The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).**

Please note that laws, regulations, and policies are subject to revision, please contact EOO if you have specific questions or concerns at 706-542-7912 or [ugaeeoo@uga.edu](mailto:ugaeeoo@uga.edu).