



**Staff Affirmative Action Hiring Officer Checklist**

Please verify prior to completing the compliance form:

- ALL** applicants have applied to the Human Resource online system
  - o Hiring paperwork will be delayed otherwise
- Number of Applications noted on compliance form is equal to the number of applications forwarded by the recruiter from the online system
- Affirmative Action Compliance Form codes utilized only (codes are located on the back of the compliance form)
  - o If reason code 9 is utilized, please make sure there is a detailed explanation attached.
- If Search firm was utilized, please provide Name and Contact Information

Name of Search Firm	
Contact Person	

- Indicate if position was posted in addition to People-Admin
  - o Include a copy of the advertisement
- ALL** items in gray shaded areas are blank
- Hiring Officer signature and date

Please attach and verify the following for Compliance Officer Approval:

- Job Description / HR-1 (for application comparison)
- Online applications for all interviewed applicants are attached and correspond with the applicant names on the compliance form
  - o All interviewed applicants must apply to the reference number located on the compliance form
  - o If only one applicant was interviewed, please provide a written explanation
- Signed online applications for all interviewed applicants
- Two (2) copies of resume of preferred applicant
- Two (2) references using HR Form 211 (one of the references must be from the applicant’s current supervisor listed on the signed application)
  - o If reference checks are not completed prior to the applicant accepting the position, please include a draft letter offering the position contingent upon a satisfactory reference from applicant’s current supervisor
- Salary/ Start Date Authorization Request form (Offer Memorandum)