

Post Doctoral Research Fellow Appointment Hiring Procedures Checklist

When a candidate has been selected, the following information must accompany the Request to Appoint:

Department Use		Affirmative Action Office Use
<input type="checkbox"/>	1. Recruiting sources.	<input type="checkbox"/>
<input type="checkbox"/>	2. List of all individual who applied.	<input type="checkbox"/>
<input type="checkbox"/>	3. Names of all candidates included in the final pool	<input type="checkbox"/>
<input type="checkbox"/>	4. The evaluation forms or rating sheets used to evaluate each of the applicants against the criteria.	<input type="checkbox"/>
<input type="checkbox"/>	5. Rationale for selection and non-selection of all applicants. Note: you cannot compare applicants to other applicants. Each person must be evaluated according to the position description requirements.	<input type="checkbox"/>
<input type="checkbox"/>	6. Identification of each applicant by race and gender (if known)	<input type="checkbox"/>
<input type="checkbox"/>	7. Any other information that you feel will assist in validating the department's hiring procedures	<input type="checkbox"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Applicant control cards were sent to all applicants?	<input type="checkbox"/>

NOTE: For faculty and academic staff positions that may result in a foreign national being hired, the Affirmative Action Office (AAO) recommends posting the recruitment information on North Dakota Job Service's website. Posting with Job Service assists with the alien employment certification process and with the University's obligations under the U.S. Military Veteran's Federal Contractor Job Listing Program. Submit the North Dakota Job Service Form for Faculty and Academic Staff (<http://www.und.edu/dept/aa/newform.htm>) to the AAO and we will submit the information to Job Service pending approval of the Request to Recruit.