



HSU Sponsored Programs Foundation

EEO Compliance Checklist for Principal Investigators HIRING CATEGORY A & B EMPLOYEES

Please use the following checklist to ensure that all required actions have been taken and all necessary documentation has been submitted to SPF.

Pre-Offer:

- Job vacancy announcement submitted to SPF via e-mail to be posted on the HSU Human Resources website and CalJobs:**
 - Editable word document submitted
 - Announcement lists minimum qualifications
 - Announcement lists essential functions of the job
 - Application review date is listed
 - Announcement includes SPF approved statement about Equal Opportunity Employment and reasonable accommodation
 - Announcement includes links to [HSU SPF Employee Information Form for Applicants](#)
 - Announcement includes information about how and where to submit resume/required application materials

- Alert SPF if the job vacancy announcement will be posted in any other locations:**
 - Announcements must be visible to applicants for the same amount of time; you must coordinated posting/take down dates with SPF
 - Announcements must be identical; no information can be included/excluded from one posting and not another (Using a [web link](#) to full announcement is acceptable.)

Post-Offer:

The following items must be submitted in person, through the campus mail, or by e-mail to SPF after the selection process is complete. All items listed below can be submitted in physical paper form or as an electronic .pdf file:

- Copies of the [SPF Self-Identification Form](#) for all applicants (including those received after review has begun, incomplete applications, or those otherwise not considered)
- Copies of all applications and/or resumes received
- One "[HSU Sponsored Programs Foundation Job Vacancy EEO Disposition Form](#)"
 - Each applicant must be listed (first and last name)
 - For each applicant, indicate at what point they dropped out of the selection process
 - For each applicant who was not selected, provide a specific reason for disposition in a way that can be understood by the average person.
 - For the applicant being offered the position, provide a statement of job-related reasons for selection (Be sure to confirm that the advertised minimum qualifications have been met for the selected applicant)
- Copies of any scoring tools/selection criteria used and not already included or documented above.
- Copies of any [requests for accommodation](#)