



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.

First steps:

- **Job vacancy announcement submitted to SPF via e-mail to be posted on the Cal Poly Humboldt Human Resources website and CalJobs:**
 - Editable word document submitted
 - [Example Job Announcement](#)
 - 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 [SPF Employee Information Form for Applicants](#)
 - This form is used to collect data for our Affirmative Action Plan. Please be sure to collect one from each applicant. Without an EIF, the application is considered incomplete and invalid for our AAP data.
 - Announcement includes information about how and where to submit resume/required application materials
 - Along with confirmation that job is posted, you will receive a link to a Google Drive folder for all recruitment materials to be uploaded to.
- **Will 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 coordinate 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.)

Pre-Offer:

- **The following items should be submitted to SPF after the selection process is complete. All items listed below should be submitted via “*Applicant Materials*” folder in Google Drive:**
 - 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 (cover letters, references, and/or resumes) received
 - One “[Sponsored Programs Foundation Job Vacancy EEO Disposition Form](#)”
 - Each considered applicant must be listed (first and last name)
 - An applicant is considered if their materials were reviewed. For example, if you have 100 applicants and you only review 50 of them, those 50 should be listed in the disposition form.
 - 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](#)

Making the offer:

- After a complete review of applicant materials, the SPF Compliance Officer will reach out with the “OK” to make an offer or seek clarifications as applicable.
- Once your candidate has accepted the offer, if indicated in the job posting that this position will need a background check or fingerprinting, please reach out to the front office to initiate this process. Otherwise, please move forward with submitting an HR Action in KRONOS to hire them to your project.