

**Checklist for Request to Interview**  
**Office of the Associate Provost for Academic Administration**

Request from proper administrative unit? (this is checked only at the Dean level and Provost level – at the department level this document would be the Chair’s memorandum)	These documents must be included in the Request to Interview
Is the Hiring Audit Form (HAF) Section I completed and included?	
Is the Candidate Demographic Data (CDD) Form completed and included?	
Is a copy of the application material included for each person the department has requested to interview?	
Does application material submitted for review demonstrate that applicant selected for interview meets minimum requirements as stated in the ad? (Highlight the qualifications of the applicant on the Résumé)	These documents must be included only if applicant pool contains qualified target group applicants
If the applicant pool contains applicant(s) from target group who meets the qualifications listed in the ad, and if the <u>unit is not asking to interview</u> applicant from the target group, is the <u>application material</u> of the top-ranked, qualified applicant and a <u>detailed letter of explanation</u> included that explains the department’s decision not to interview the best-qualified, target-group applicant?	
Review Race column of CDD form. If any entries are UK (unknown), has a copy of the PDC (Personnel Data Card) list been requested from the Office of Associate Provost for Academic Administration (536-5535)?	Candidate Demographic Data Form (CDD)
Is Race and Sex information on CDD form updated to include information from PDC list?	
If sex of applicant cannot be determined, is their sex coded as “M” in the CDD?	
If an applicant is coded “No” in the “Min Quals” column of the CDD, has a “No” entry been made for them in the “Finalist” column?	
If an applicant has a “No” entry in the “Min Quals” column of the CDD, does the Reason for Non-Selection code(s) clearly communicate which of the qualifications listed in the ad <u>is not possessed</u> by the applicant?	
If an applicant has a “Yes” entry in the “Min Quals” column of the CDD and a “No” entry in the “Finalist” column, does the Reason for Non-Selection code(s) indicate that the applicant does not meet the minimum qualifications? If so, <u>this is an error</u> and the entry in the “Min Quals” column should be changed to “No”	
If an applicant has a “Yes” entry in the “Min Quals” column of the CDD and a “No” entry in the “Finalist” column, does the Reason for Non-Selection code(s) clearly communicate how the applicant is less qualified than the applicant(s) selected for interview?	
Does the Total number on the HAF Sec I correspond with the total number of applicants listed on the CDD Form?	Hiring Audit Form Section I – Request to Interview
Does the Total number under the “Minimum Qualifications” row of the HAF Sec I correspond with the number of “Yes” responses listed under the “Min Quals” column on the CDD Form?	
Does the Total number under “Selected Interviewees” on the HAF Sec I correspond with the number of “Yes” responses listed under the “Finalist” Column on the CDD Form?	
Do the Race and Sex numbers on the HAF Sec I correspond with those listed in the Race and Sex columns on the CDD Form?	
If request is to interview and, if acceptable, hire, does the CDD show that only one applicant possesses the qualifications listed in the ad? (cannot be used for tenured/tenure-track faculty searches)	Interview & Hire