



**Texas Christian University
EEO/AA Recruitment and Selection
Check list**

Job Code		Position Title
Requisition Number		Department

Please use this checklist as a guide to the hiring process. It will assist you in fulfilling Equal Employment Opportunity/Affirmative Action procedures required by law. Place a (√) in the center column as you complete each step. When you have finished, please sign the form and send it to Human Resources, TCU Box 298200. If you have any questions regarding this form or the hiring procedure, please contact human resources at extension 7790

Step	√	Comments
Develop valid selection criteria based on the duties described in the position description.		
Submit personnel requisition to chancellor or vice-chancellor for approval.		
Send signed requisition and updated description to human resources for posting.		
Human resources posts vacancy for at least the minimum posting period (five working days).		
Consult human resources prior to initiating advertising.		
Ensure that advertising include the statement: Texas Christian University is an equal opportunity/affirmative action employer.		
Send announcements to minority and women's organizations/publications and attach a list of the organizations to this form.		
Mail voluntary affirmative action information card to each applicant.		
Use selection criteria to identify valid reasons for hiring or rejecting each applicant. List reasons on recruit summary.		
Contact Human Resources to send out for criminal background check of final candidate.		
Offer position to candidate whose qualifications best meet the needs of the vacancy.		
Contact Human Resources to arrange orientation of new employee.		
Contact remaining applicants by mail or phone to inform them position is filled.		
Submit recruitment summary to human resources office.		