Use this instruction guide to complete the UF Faculty Compliance Report. This report is available to myUFL users with the UF_HR_Hiring security role.

Navigation:
- Log on to myUFL using your GatorLink username and password (my.ufl.edu)
  - To complete a report: Manager Self Service > Recruiting Activities > Job Requisitions/Postings > UF Faculty Compliance
  - To initiate workflow and approve a report: Manager Self Service > Recruiting Activities > Job Requisitions/Postings > UF Faculty Compliance Approval

Part A
- List of top 3-5 applicants in rank order
  - Please enter the name (Last, First, M) of the top 3 – 5 applicants in rank order
  - Check the box(es) next to those applicant(s) to whom an offer was extended
  - Select each applicant’s ethnicity from the drop down menu next to the name
  - Select each applicant’s gender from the drop down menu next to the name
  - Check the "Hired" box next to the applicant hired for the position

Part B
- Please indicate how many qualified applicants are in each race/ethnic group

The university may obtain the race/ethnic identity of employees either by visual surveys or employment records. Conducting a visual survey and keeping post employment records of the race/ethnic identity of employees is legal under federal and state law. (Recruiters, however, are not encouraged to solicit such information by direct inquiry, especially of applicants.)

- **White** (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Black or African American** (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.
- **Hispanic or Latino** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Asian** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Malaysia and Pakistan.
- **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliations or community recognition.
- **Hawaiian or Other Pacific Islander** – Any person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Part C
- Please indicate how many applicants interviewed are in each race/ethnic group using the definitions above

Part D
- Justification for Selected Applicant
  - Please provide the reason(s) you selected the candidate hired

Part E
- If applicant declines offer, state reasons of declination
Part F
- Please list the reason for rejecting applicants who were interviewed but not selected
- Enter the name and reason for rejection for each candidate interviewed

Part G
- Select “Yes” or “No” to indicate which of the following actions, if any, your search committee took to ensure a diverse applicant pool
  - Received diversity coaching from the Associate Provost or a Provost Representative
    - Your recruitment efforts must include developing a diverse applicant pool. Coaching on behalf of the Provost is available and encouraged.
  - Attended diversity recruitment workshop
    - Participating in a workshop or conference focused on building a diverse applicant pool. Check with the Office of the Associate Provost or Human Resources for additional resources.
  - Consulted departmental diversity specialist
    - Appointing an individual to act as your department or college diversity specialist is recommended. This individual should act as a consultant, resource and recruiter to ensure the department or college is knowledgeable and responsive to issues of diversity.
  - Contacted UF faculty to solicit minority, women, and non-minority candidate nominations
    - Requesting and receiving nominations from UF faculty can be a valuable tool in building a diverse applicant pool.
  - Used “List of Five” for nomination letters
  - Adopted year round diversity recruiting techniques
    - Attending conferences and networking with new Ph.D.s, and institution which are top-producers of women, and minority Ph.D.s is a proactive way to bring minority candidates to your department
  - Included an external diversity advocate on the search committee
    - An external advocate can provide the committee an objective perspective where internal options for diversity may be limited.
  - Consulted professional “talent banks” and registries
    - The search committee should use discipline specific resources to enhance the diversity of the applicant pool
  - Underscored diversity through the language used in the position announcement
    - Job ads and position announcements should underscore the value of success working with a diverse student population. Simply listing EEO is not enough. Emphasize the educational value of diversity.
  - Informed minority and women’s professional interest groups of the position opening
    - The search committee should use discipline-specific interest groups as a recruiting resource for minority and women. Please consult the department chair if you need recommendations.
  - Organized focus to access strengths and weaknesses of the recruitment program
    - Did your committee benefit from the discussions or strategies for identifying strengths and weaknesses of your diversity recruitment efforts? You can accomplish this by conducting exit interviews with those who leave the organization, conducting follow-up interviews with applicants who visited the campus but were not selected for hire, and interviewing the incoming candidate hired for the position. Ask specific questions to help you determine the success of your diversity efforts.
  - Placed ads in targeted journals and on specialized websites
    - Discipline-specific publications and websites can enhance the diversity of your applicant pool.
  - Initiated recruitment trips or other direct action and recruitment strategies to attract new minority and women Ph.D.s to the faculty
    - A pro-active approach will provide a more diverse applicant pool.
  - No Action Taken
    - If no action was taken, please select “No”
Part H

- Complete the Hiring Data. There must be no discrepancy between the information provided in the Hiring Data and the information contained in the advertisement
- Press the **Save** button
- To initiate workflow, go to UF Faculty Compliance Approval, review information just entered and click **Save**

Once submitted in myUFL, the following steps must be complete:

1) On-line approval by Dean(s)
   - Select **Approve** if approval is given
   - Select **Recycle** if approval cannot be given or if updates are required
2) Print the report
3) Obtain signature of Department Chair and Department EO Officer
4) For Level 2 Approval - Send to:
   - Equal Opportunity Programs and Faculty Development
   - University of Florida
   - 145 Tigert Hall; PO Box 113050
   - Gainesville, FL 32611-3050