## Post Doctoral Research Fellow Appointment Hiring Procedures Checklist

When a candidate has been selected, the following information must accompany the Request to Appoint:

<table>
<thead>
<tr>
<th>Department Use</th>
<th>Affirmative Action Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recruiting sources.</td>
<td></td>
</tr>
<tr>
<td>2. Identification of each applicant. (List of names. Identify by race and gender, if known)</td>
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<tr>
<td>3. Names of all candidates who were interviewed.</td>
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<tr>
<td>4. The evaluation forms or rating sheets used to evaluate each of the applicants against the criteria.</td>
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<tr>
<td>5. Rationale for selection and non-selection of all applicants. (Note: you cannot compare applicants to other applicants. Each person must be evaluated according to the position description requirements.)</td>
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<tr>
<td>6. Any other information that you feel will assist in validating the department’s hiring procedures</td>
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<tr>
<td>Yes ☐ No ☐ 7. Was the Applicant Control card link sent to all applicants?</td>
<td></td>
</tr>
</tbody>
</table>

http://und.edu/affirmative-action/apcontrolcard.cfm

**NOTE:** For faculty and academic staff positions that may result in a foreign national being hired, the Affirmative Action Office (AAO) recommends posting the recruitment information on North Dakota Job Service’s website. Posting with Job Service assists with the alien employment certification process and with the University’s obligations under the U.S. Military Veteran’s Federal Contractor Job Listing Program. Submit the North Dakota Job Service Form for Faculty and Academic Staff (http://www.und.edu/dept/aa0/newform.htm) to the AAO and we will submit the information to Job Service pending approval of the Request to Recruit.