Pre-Interview EEO Meetings and Confidentiality in the Interviewing Process

Equal Employment Opportunity means that all individuals must be treated equally in all employment activities. Each person is to be evaluated on his or her ability to do the job, and must not be subjected to discrimination based on: race, color, national origin, religion, gender, age, disability, or veteran status.

Equal Employment Opportunity also means that as an organization, The Citadel must have proactive and affirmative employment processes that require us to take a hard look at our hiring and diversity practices. Two important processes that serve that purpose are Pre-Interview EEO meetings and interviews. However, processes have no meaning if they are not implemented. Employees who are involved in the hiring process are expected to comply with the following:

Pre-Interview EEO Meetings: Prior to scheduling interviews for permanent staff or faculty positions, the hiring manager or designated search chair should meet with the Chief EEO & Diversity Officer to discuss the affirmative action goals for the job group being hired for and to review the candidates selected for interviewing in order to ensure diversity in the applicants being considered. Hiring managers are never given the race and gender data of any applicant. Instead, the Chief EEO & Diversity Officer will review the demographical data of the qualified applicant pool and the demographical data of the applicants that are selected for an interview to determine if there is diversity in the interviewing pool. If not, the Chief EEO & Diversity Officer, will make recommendations (i.e. from the qualified applicant pool) to the hiring manager or search chair to expand the diversity of the applicant pool to be interviewed without revealing the race and gender data of the applicants. Keep in mind that affirmative action is not about quotas or about telling a hiring department who they should interview or hire. Rather, affirmative action is about providing qualified applicants a level playing field to be considered for employment and/or advancement. To be seriously considered, qualified females and persons of color should be provided an opportunity to be interviewed.

Qualified Applicant Pools: The qualified applicant pool are the applicants forwarded to the hiring department as meeting the minimum requirements for the position and that have not been returned by the hiring department as not meeting the position requirements. Important to Note: A minimum of three (3) qualified applicants should be interviewed when there is a sufficient applicant pool.
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THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS
OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS
DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL,
WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY
CONTRACT OF EMPLOYMENT.

Interviewing - Panels & Hiring Mangers: Any employee that participates in
the interviewing process either as part of an interviewing panel, search committee, or
as an hiring manager, should at all times maintain the confidentiality of the applicant
pool and/or the interviewing/hiring process. This means that every aspect of the
process should only be discussed with those directly involved in the
interviewing/hiring process which could include, but is not limited to: who has
applied for the position, ranking of individuals that were interviewed, information
obtained through the interviewing and/or reference checking process, applicant salary
history, and proposed salary and position data discussions. This is needed to maintain
the integrity of the process, as well as, to maintain the privacy of our external and
internal applicants.

Applicants Selected for Interviews: Only persons that have submitted either
an application, resume, or CV for the position, who are included on the applicant listing,
and meet the minimum requirements of the position are eligible to be interviewed.

When to Schedule The Pre-Interview EEO Meeting: Once the hiring
manager or search committee have determined who will be interviewed (phone and/or
in-person interviews), the Pre-Interview EEO Meeting should be scheduled with the
Chief EEO & Diversity Officer.

How To Schedule The Pre-Interview EEO Meeting: Send an email to the
Chief EEO & Diversity Officer with the job announcement number and the names of the
applicants to be interviewed. Also include in the email, the dates and times that you are
available to meet. Meetings can also be scheduled by calling 953-6989.

Exceptions to Pre-Interview EEO Meetings: Pre-Interview EEO Meetings
are not needed for hourly temp, salaried temp, work-study, or graduate assistant
positions.

If you have questions about the Pre- Interview EEO Meeting process, the guidelines for
maintaining confidentiality of the interviewing/hiring process or if you would like to
schedule Pre-Interview EEO training for your department, please contact the Chief EEO
& Diversity Officer at 953-6989.

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