

Southern Illinois University Edwardsville
Office of Equal Opportunity, Access, and Title IX Coordination

Equal Employment Opportunity/Affirmative Action Good Faith Efforts Checklist

Good Faith Efforts are specific actions that employers can take to fulfill their Equal Employment Opportunity /Affirmative Action (“EEO/AA”) responsibilities. Examples of good faith efforts include the following:

Create an environment that is free of discrimination:

- Communicate the University’s commitment to EEO/AA to all employees and job candidates.
- Ensure that your employees are aware of [nondiscrimination policies](#) and [procedures](#).
- Ensure school, college, and department processes, procedures, and systems are nondiscriminatory and free of bias.
- Process and/or maintain EEO/AA records in accordance with established Office of Equal Opportunity, Access, and Title IX Coordination practices.
- Ensure prospective and current employees who need reasonable accommodations due to a disability are referred to [ACCESS](#).
- Ensure prospective and current employees who need reasonable accommodations for pregnancy or post-partum medical needs are referred to the [Office of Equal Opportunity, Access, and Title IX Coordination](#).
- Promote training and professional development on anti-racism, diversity, equity, and inclusion (“ADEI”) in the workplace for all employees.
- Promote training and professional development on ADEI in all aspects of the student experience (i.e., academic settings, advising, clinical and work sites, etc.) for employees working with students in these roles.
- Promote and ensure timely employee completion of all EEO/AA and ADEI training mandated by the University.

Recruitment:

- Review the University’s most recent Affirmative Action Plan and [affirmative action placement goal\(s\)](#) for all job openings.
- Work with the [Equity Consultant Team](#) to develop a general and targeted recruitment strategy as soon as you know of a vacancy.
- Review the [Inclusive Hiring Toolkit](#) for guidance on making your search process more equitable.
- Have the [Equity Consultant Team](#) review your job posting before it goes public.
- Identify and develop plans to utilize professional associations, networks, and other resources for promoting open position(s) to a wide and diverse applicant pool.
- Develop a contingency plan if the initial recruitment effort does not bring in a sufficiently diverse pool. In the event a pool is not diverse, the Office of Equal

Opportunity, Access, and Title IX Coordination will notify the search committee chair and hiring manager.

- Document outreach and recruitment.
- Allow sufficient time, including extension of recruitment, to recruit a diverse applicant pool.

Search Committee:

- Create a Search Committee that features women and underrepresented minorities.
- Make sure to communicate with all Search Committee members that it is important for them to complete both Search Committee Training (in Blackboard) and the [Inclusive Hiring Toolkit](#).
- Invite the [Equity Consultant Team](#) to the first meeting of your Search Committee to share expectations with the committee members, including common biases that could arise through the search process.
- Applicants needing a reasonable accommodation for an interview should contact the Office of Equal Opportunity, Access, and Title IX Coordination.
- The Hiring Manager should make sure the search process is documented fully.
- Develop rubric based off the job posting to assess candidate qualifications. Have the [Equity Consultant Team](#) review it prior to use.
- Prepare interview questions created to prompt responses that align with skills and experiences set forth in the position-specific rubric. The [Equity Consultant Team](#) can provide feedback for interview questions.

Promotions:

- Inform all staff of internal staff development and promotional opportunities.
- Work with Human Resources and the Office of Equal Opportunity, Access, and Title IX Coordination to review your department's history in terms of promotions and its impact on certain groups.
- Determine whether certain jobs lead to promotions more than others and who has access to these jobs.
- In assessing promotions, consider if others in similar jobs who may be interested in upward mobility have access to higher level duties and/or training to develop competencies.

Terminations:

- Work with Human Resources and the Office of Equal Opportunity, Access, and Title IX Coordination to review your department's history in terms of terminations and its impact on certain groups.
- Document the rationale and process for each termination.

For additional information, please contact the [Office of Equal Opportunity, Access, and Title IX Coordination](#) at 618-650-2333 or eoatitleix@siue.edu.