

MPP EQUITABLE RECRUITMENT QUICK GUIDE

HR GUIDES • COMMITTEE EVALUATES • MPP DECIDES & IS ACCOUNTABLE

1. PLAN — Before the Search

- Review the position duties, essential functions, MQs and KSAs; remove requirements that are not job-related or necessary.
- Choose internal vs. broader recruitment intentionally. Consider access, advancement opportunity, workforce patterns, and business rationale; consult HR before limiting the pool.
- Confirm committee roles, timeline, confidentiality, conflicts, evaluation criteria/rubric, interview structure, reference approach, and offer authority.
- Evaluate the equity checkpoints in the process – make a plan.
- Engage HR early on recruitment strategy and anticipated salary range.

2. EVALUATE — During the Search

- Committee, not hiring authority, screens applicants for MQs and evaluates experience, knowledge, skills and abilities against the posted duties and requirements.
- Use multiple evaluators. Each evaluator assesses evidence independently before group deliberation.
- No single committee member should supply the sole justification, advancement decision, or recommendation.
- Use structured questions, comparable probes, established rubrics, and documented scoring across candidates.
- Challenge “fit”, additional degrees, familiarity and other assumptions by asking: What job-related evidence supports this conclusion?
- Pause and consult HR if criteria, process, pool, interview structure, or other material conditions may need to change.

3. DECIDE — Finalist Through Offer

- Committee collectively deliberates and provides its assessment/recommendation based on documented job-related evidence, not feelings.
- MPP/Hiring Authority considers the committee record and HR guidance and makes the final selection decision.
- Document the job-related rationale and follow the planned reference-check process.
- HR provides compensation/equity analysis and a salary recommendation. Salary placement is part of recruitment equity.
- If the MPP wants to offer something different from HR’s recommendation, return to HR before communicating or committing to the amount.
- The final decision belongs to the Hiring Authority; HR guidance does not transfer that accountability.

CALL HR BEFORE MOVING FORWARD WHEN...

The pool is unexpectedly small • an internal-only approach is being considered • criteria or interview structure may change • the committee identifies a process concern or cannot support its rationale • an accommodation/process question arises • the Hiring Authority wants to depart from the planned process • the desired salary differs from HR’s recommendation.

EQUITY GUARDRAILS

DESIGN job-related criteria early • STRUCTURE consistent evaluation • USE MULTIPLE EVALUATORS • INTERRUPT assumptions with evidence • DOCUMENT the rationale • CONSULT HR before exceptions or commitments

Equitable recruitment is shared work with distinct responsibilities. HR /APS / ODEI guides. The committee evaluates.

The MPP decides and is accountable.