

**Human Resources**

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**INFORMATION FOR SEARCH FIRMS**

*This document has been prepared by Human Resources and contains information for search firms hired to assist The University of Akron in recruiting qualified and diverse candidates.*

**ABOUT THE UNIVERSITY OF AKRON**

Located in Akron, Ohio, The University of Akron is one of the largest employers in the region, and offers an array of opportunities to teach, engage with students, connect with community, conduct groundbreaking research, and inspire future generations. For more information about the University of Akron visit <https://www.uakron.edu/about_ua/>.

**UA AND THE AKRON COMMUNITY**

UA is a vital urban research university inspired by its people, its promise and its place. We are firmly anchored in a great American city, and driven by collaboration, partnership and a steadfast determination to provide opportunity and success to all learners. [Learn more about our great city](https://www.uakron.edu/about_ua/akron_community/) at <https://www.uakron.edu/about_ua/akron_community/>.

**EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION**

The University of Akron, as an equal education and employment institution, is committed to achieving a diverse and inclusive workforce. All qualified individuals in its education programs or activities, including applicants for admissions or employment, will receive consideration without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status or status as a veteran. To further this commitment, the University complies with state and federal laws which prohibit discrimination. Questions or concerns about the administration of this commitment can be directed to the University’s Equal Employment Opportunity and Affirmative Action Office ([uakron.edu/hr/eeoaa](https://uakron.edu/hr/eeoaa)).

The University also strives to provide an environment free from the negative impacts of gender-based discrimination and harassment as prohibited by Title IX of the Education Amendments Act of 1972. Questions about Title IX can be referred to the University’s Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education or both. For more information on Title IX at the University of Akron, including how to contact the Title IX Coordinator, how to file a complaint under Title IX with the University or the Title IX process at the University of Akron, please visit the University’s Title IX page at [uakron.edu/title-ix/at-uakron](https://www.uakron.edu/title-ix/at-uakron).

**SEARCH COMMITTEE TRAINING**

Everyone who has been defined as a member of the search committee (includes University employees and non-University members) is required to complete search committee training. The session will cover policies, legal compliance matters, and guidelines pertaining to searches at The University of Akron and can be taken online @ <https://brightspace.uakron.edu/d2l/home> (hyperlink) or in person upon request. All employees are enrolled in the online training. Non-employee search committee members should contact [DDShelp@uakron.edu](mailto:DDShelp@uakron.edu) to establish a guest account to access the training materials online.

**SEARCH REFERENCE NUMBER**

All positions at The University of Akron are assigned a unique five-digit “job opening number” to identify the position (i.e., Job Opening #13117.) This number should be referenced by the search firm and candidates on all correspondence submitted to The University of Akron.

**PROCESS/LEGAL COMPLIANCE MATTERS**

1. *Job Posting:*

The job opening will be posted to the University of Akron careers page. Applicants will be directed to apply to the University of Akron unless otherwise agreed to by Human Resources and the search firm. To request an alternative application process, please contact the EEO/AA Office at [EEOcompliance@uakron.edu](mailto:EEOcompliance@uakron.edu) or (330) 972-7300. As a federal contractor, The University is required to collect certain data elements that must be provided by the search firm in order to obtain approval for an alternative application process.

1. *Advertising:*

All external job postings and posting locations must be reviewed and approved by the EEO/AA Office and Academic HR prior to posting or reposting a position vacancy. All ads will be placed by the University unless otherwise agreed to in the search firm agreement.

The University is comprised of a broad and diverse student body and community. Applicants who can contribute to or are excited about working with our diverse community are strongly encouraged to apply. Selected job posting locations should reflect these principles.

1. *EEO Statement:*

The University is a federal contractor and must place the required EEO statement in all job postings. The full statement will be used on all job postings to the University’s careers page. There are three approved options that can be used for external postings:

* 1. Full statement - The University of Akron, as an equal education and employment institution, is committed to achieving a diverse and inclusive workforce. All qualified individuals in its education programs or activities, including applicants for admissions or employment, will receive consideration without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status or status as a veteran. To further this commitment, the University complies with state and federal laws which prohibit discrimination. Questions or concerns about the administration of this commitment can be directed to the University’s Equal Employment Opportunity and Affirmative Action Office ([uakron.edu/hr/eeoaa](https://uakron.edu/hr/eeoaa)).
  2. Option 1 – All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.
  3. Option 2 – EOE, including disability/vets

1. *Employment Application:*

All applicants will be required to access The University of Akron’s Careers page and complete an online employment application in order to be approved for the interview process, unless an alternate application process was approved at the start of the search. The online Job Opportunities Board Careers page can be accessed at <http://www.uakron.edu/hr/jobs.dot> or by going to The University of Akron’s homepage and clicking on the link titled Careers. Instructions for completing the on-line application are available at <https://www.uakron.edu/training/rsExternal.dot> .

1. *Public Records:*

Please note that search materials will become public record.

1. *Interview Approval Process:*

Interviews must be approved before they can be scheduled or conducted. All interview questions must be scripted and pre-approved. To request approval, the short list and the interview questions should be submitted by e-mail to the EEO/AA Office and the Sr. VP & Provost at the addresses below. Written approval to conduct the interviews will be provided. Interviews CANNOT be scheduled until this written approval is received. Each round of interviews must be approved following this process. Requests for interviews and all supporting documentation should be sent to [EEOCompliance@uakron.edu](mailto:EEOCompliance@uakron.edu). The approval process generally takes 5 business days please plan accordingly.

1. *Final Reporting:*

Search firm will transfer all search records to The University of Akron at the conclusion of the search unless otherwise agreed upon. Any records maintained by the search firm must be maintained in accordance with the University’s records retention policy.

**INFORMATION TO PROVIDE CANDIDATES**

1. *Offers of Employment:*

All offers of employment with The University of Akron are contingent upon verification of credentials, proof of Covid-19 vaccination, and satisfactory completion of a criminal background check pending Board of Trustees approval.

1. *Criminal Background Checks:*

The University of Akron is committed to providing a safe environment for all students and employees. The University endeavors to protect the health, welfare and safety of all students, employees and visitors on our campus. All offers of employment with The University of Akron are contingent upon satisfactory completion of a criminal background check. Some positions may require additional credit investigation and a pre-employment driving record search.

1. *COVID-19 Vaccine:*

Effective December 13, 2021, new hires must present proof of COVID-19 vaccination, if vaccines are available and the employee is eligible, at time of hire. If a new employee is not fully vaccinated at the time of hire, the offer of employment will be contingent upon the employee becoming fully vaccinated within 60 days of hire, unless a qualifying exemption is granted for medical, or religious reasons.