

## **Good Faith Efforts Checklist for Deans, Directors, and HR Staff**

### **Office for Access and Equity - Affirmative Action Analytics and Planning Division**

Good Faith Efforts are specific actions that employers can take to fulfill their EEO/AA responsibilities. Examples of some good faith efforts are below.

#### **Create an environment that is free of discrimination:**

- Communicate your commitment to EEO/AA to all employees.
- Ensure that employees are aware of [nondiscrimination policies and procedures](#); post policies in a visible location.
- Ensure 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 for Access and Equity practices.
- Ensure employees that need [reasonable accommodations](#) are referred to the Office for Access and Equity.
- Promote employee training and development for all employees.
- Annually appoint an [EEO Officer and Vice Chair](#)

#### **Recruitment:**

- Review affirmative action placement goal(s) for all job openings.
- Work with the Diversity Advocate to develop a general and [targeted recruitment strategy](#) as soon as you know of vacancy, contact the [Office for Access and Equity](#) for assistance.
- Develop a contingency plan if the initial recruitment effort does not bring in a sufficiently diverse pool. The Diversity of the Pool Report and the Diversity of the Finalist Pool Report should be reviewed and discussed.
- Document outreach and recruitment
- Allow sufficient time, including extension of recruitment, to recruit a diverse applicant pool (a one-week time period may not be enough).

#### **Search Committee:**

- Make sure to communicate with all search committee members that it is important for them to complete the DiversityEdu workshop before serving on a search committee.
- Select a [Diversity Advocate](#) that oversees the fairness of the selection process. The Diversity Advocate should discuss the impact of common biases with the search committee.
- Applicants needing a [reasonable accommodation](#) for an interview should contact the Office for Access and Equity.
- The [EEO Officer/Vice Chair](#) should make sure the search process is documented fully.

**Promotions:**

- Inform all staff of internal staff development and promotional opportunities.
- Work with the Office for Access and Equity 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 the Office for Access and Equity 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 for Access and Equity](#) at 217-333-0885 or [accessandequity@illinois.edu](mailto:accessandequity@illinois.edu).