

GOALS ANALYSIS

(Section 46a-68-90)

March 2024

This section was in compliance in the previous filing. There were no proposals or recommendations.

Subsection (a)

Narrative reports were prepared on all activity undertaken to achieve the hiring, promotion, and program goals contained in the previous affirmative action plan. The narrative reports include a probing self-analysis of the progress made toward those ends. The University undertakes corrective action as set forth in section 46a-68-88 of the Regulations of Connecticut State Agencies, if analysis reveals additional problem areas or an ineffective course of action.

Subsection (b)

For each job search, the narratives provide the race and gender of:

- (1) the total applicants
- (2) the unqualified applicants
- (3) the qualified applicants
- (4) the interviewed applicants

The University's online application system, PageUp, provides each applicant with the opportunity to provide demographic information voluntarily. The data, including race and gender, is collected using the federally mandated Two-Part Question. Applicants who chose not to provide race or gender are categorized as Unknown. In this *Plan*, 10.1% of the total applicants chose not to identify their race and/or gender. These applicants' evaluations relative to the qualifications of the position are explained in the goals analysis narratives. Per federal requirements, candidates are given an additional opportunity to provide the same demographic information at the time of hire.

For positions where Executive Search firms are contracted to recruit candidates, the search firm collects the application materials and provides these materials to the University for inclusion in PageUp. Because the applicants are not utilizing the on-line application system directly, the firm provides each applicant with an electronic form, designed by the University, to collect the required demographic data. Applicants return these forms directly to the Office of Institutional Equity and the demographic data is entered into the applicant profiles in PageUp. These searches typically have a lower rate of self-identification, consistently averaging about 30% of unknown race/gender. This results in a larger number of unknowns in the narratives and applicant flow analyses. Executive Search firms are typically contracted for Executive/Managerial positions. This *Plan* includes one such search for the Chief of Police.

Unique Skills/Circumstances Hires

Research 1 Universities have distinctive hiring cycles, which focus on aggressive recruitment and retention of preeminent scholars who have achieved national and global recognition, and competition for such talent among other Research 1 institutions is fierce. In rare instances, these factors necessitate hiring without full searches.

Regarding these hires, the University substantiates good faith efforts by noting the following:

- a) Documentation supporting the characterization of the hire as *preeminent* or highly-sought-after in a particular discipline or field, noting their unparalleled research, scholarship, field of specialization, incomparability with potentially available applicants, achievements that garnered national or global recognition, and commenting on the hire's importance to the University's strategic, academic, or operational goals.
- b) A narrative explanation of the availability of others with the hire's skill set, the extent to which the University must compete against other institutions to recruit the hire, and comments regarding networking or other recruiting activity that led to identification and contact of the hire.
- c) For instances of a Partner Hire, the University is competing against other universities to attract preeminent scholars and must address the employment interests of the scholars' partners as a recruitment or retention tool. The University occasionally must employ such recruiting strategies to protect its competitive stance in the labor market. Prior to hire, the candidate's curriculum vitae (CV) and qualifications are reviewed by the department head and the Dean of the school/college to verify that the candidate meets the department's standard minimum qualifications for the position and can contribute meaningfully to the department and the University. These hires are noted as such with a narrative explanation.
 - In this *Plan*, six such hires occurred. The Assistant Professors hired in Speech, Language and Hearing Sciences (search #496133), English (search #497519), Economics (search #496957 and 497323), and Political Science (search #497061) met hiring goals. The sixth hire, an Assistant Professor in Economics, did not meet a goal and is explained with a narrative.

In this *Plan* year, nine faculty were hired without a full search. Their hire met the criteria for preeminence and are explained in detail under the respective category. Two of these hires met hiring goals, an Assistant Professor in Physiology and Neurobiology and an Assistant Professor in Kinesiology in the Korey Stringer Institute. For these hires that met goals, the applicant pools reflect the one candidate throughout the application process.

The seven faculty hires not meeting goals include Assistant Professors in Agricultural and Resources Economics, Natural Resources and Anthropology, as well as Assistant Professors in Residence in the Gladstein Family Human Rights Institute, Anthropology, English and Kinesiology in the Kory Stringer Institute.

Typically, staff are not hired without searches having a full recruitment effort. In this *Plan*, there are two exceptions. One was the hire of the Director of Faculty Development for Life and Physical Sciences in the Academic Assistant 4 classification. This was a partner hire in a position

that reports to an administrative head but is typically assigned to provide research support for other faculty members.

The second hire without a search was a unique situation due to the One UConn Initiative where the Office of Institutional Equity covers both the Storrs/Regionals and UConn Health. Typically, inter-campus moves between employees having responsibility over both campuses are reported in the Employment Process Analysis however this move resulted in a new titles and job category at UConn with the elimination of the position at UConn Health.

In this *Plan* year, the Institute for Innovation and Implementation continued the move from the University of Maryland's School of Social Work to the University of Connecticut's School of Social Work. When an entire institute or center transfers from one institution to another, typically faculty and critical staff are transferred, after review, to the new institution in job classifications equivalent to those at the former institution. For these types of transfer, the University processes the transferring employees as new hires, which are included in the Hiring Goals Analysis. As the transfer date for this Institute was near the end of the previous *Plan* year, several of the employees appeared as new hires in the previous *Plan* and the remaining employees are reported in this *Plan*.

Subsection (c)

When a goal is met, the applicant is identified as a goal candidate, and a narrative is not included for that search and hire. The applicant pools are listed and are included in the Applicant Flow Analysis.

Subsection (d)

For each unmet goal, a narrative outlining the agency's good faith efforts to achieve the goal is explained and the rationale for eliminating goal candidates is included. Narratives for each job search resulting in the hire of a non-goal candidate provide a detailed and complete discussion of every candidate (both goal and non-goal).

In the Hiring Goals Analysis, for each job category, the first page indicates the hiring goals, the hires into the job category, and the goals met. In this *Plan*, following the hiring goals, a table of the new hires for that category is included. Each search is listed with the search number, the race/gender, the title, and the number of hires. Goals met are indicated with a Y or N in the Goals Met column. Hires meeting goals, in the race/gender order used throughout the *Plan*, are listed first, followed by non-goal hires in race/gender order. Searches which resulted in multiple race/gender hires are highlighted in the same color in the table in an effort denote same searches.

For searches where the hire(s) met goals, only the table with the applicant pool demographics are included with the statement "This hire met a hiring goal" in red. For searches with goal and non-goal hires, the goal hires are indicated in these narratives.

For searches where multiple hires occurred into two different job categories, the narratives are included in both categories and the hires are explained in their respective categories. These searches have the same search number and have notes referencing the category where the other hire is located. Searches where multiple hires include a promotion indicate which candidate's

hire resulted in a promotion. The narratives are included in both Hiring Goals Analysis and Promotional Goals Analysis and each hire is explained in their respective section.

The narratives for each hire include the minimum and preferred qualifications from the job posting as it was posted on-line for applicants.

All recruitment efforts are listed. All job postings are posted on the UConn career portal, UConn Jobs, formerly UConn Careers, as well as HERC, Inside Higher Ed, and Diverse Jobs. Additional recruitment sources provided by search committees and hiring departments are included in the narrative.

In this *Plan*, there are several searches that were limited to UConn and UConn Health employees, under the One UConn Initiative. Those are included in the Hiring Goals as UConn Health employees are not UConn employees.

In this *Plan*, tables for the applicant pools provide demographics of Unqualified applicants, Qualified Applicants, Withdrawn, Interviewed and Hired applicants. If offers were declined, an Offer Declined line is included. Several searches involved situations where offers were rescinded by Human Resources and are indicated as such in the table. The Grand Total line displays the total of the applicant pool for each race/gender.

The Interview group explained in the narrative includes the Interviewed, Offer Declined, Rescind Offer and Hired lines of the applicant demographic table.

For the Unqualified applicants, the applicants that did not meet the minimum qualifications are listed with the statement that they “did not meet the minimum qualifications as posted,” without listing the specific qualifications as in previous *Plans*. Applicants ranked Unqualified due to not submitting the required application materials, as indicated in the job posting, are listed as submitting an incomplete application.

Applicants ranked Qualified met the minimum qualifications and are evaluated on the preferred qualifications of the position, as listed in the job posting. Search committees evaluate each applicant’s application materials for an indication that they meet the preferred qualifications. If a specific preferred qualification is weighted higher, search committees must indicate that as well. These applicants meet less preferred qualification than the group Interviewed or do not meet the weighted qualification(s) that the Interview group met.

Applicants that are ranked Interviewed met all minimum qualifications and all or some of the preferred qualifications. During the interview, applicants are evaluated on their answers to questions related to the position responsibilities, their qualifications, experience, and skills relative to the posted qualifications, and/or answers to questions regarding typical situations or scenarios in the position.

Faculty interviews typically include a job talk about their field of research or a sample lecture of classes they will be expected to teach. These job talks allow search committees to evaluate the applicants’ research focus, their future trajectory, and their teaching skills and abilities.

Interviews for staff positions may also include presentations, examples of portfolios, and/or hands-on demonstrations if related to the position responsibilities and qualifications.

Prior to interview, all searches are reviewed by the Office of Institutional Equity (OIE) to ensure applicants were evaluated against the minimum and preferred qualifications listed in the job posting. In the University's on-line applicant system, PageUp, minimum and preferred qualifications entered in the job posting are populated for each applicant in an evaluation screen. Search committees rank each applicant with a status of Unqualified, Qualified or Interview and check off the pre-populated qualifications not met for each applicant. Comments can be added to clarify or provide additional specific explanation when needed.

Prior to hire, search committees must provide post-interview evaluations for each interviewed applicant in PageUp, explaining their rationale for rejection or selection of each candidate. OIE reviews the evaluations to ensure that the rationale is based on qualifications and interview performance and includes specific and concrete reasoning. Following the technical assistance meeting in 2022, OIE has continued to work with search committees and administrators to ensure greater and more specific details are provided prior to interview and hire.

The Promotional Goals Analysis follows the same format as the Hiring Goals Analysis. For each category, the goals are listed, followed by a list of the promotions included in the section. Promotions resulting from reclassification are indicated by "Reclass" in the Search # column.

Category 1: Executive/Managerial Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 1-Exec Management | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-------------------|----------|----|----------|--------------------|-----------|
| 1-Exec Management | Y | WF | 496929 | Dean | 1 |
| | Y | WF | 496982 | Executive Director | 1 |
| | Y | WF | 496984 | Dean | 1 |
| | N | WM | 497145 | Police Chief | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 496929 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 6 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 10 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 496982 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 496984 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 6 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 | 7 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 4 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 9 | 21 |

This hire met a hiring goal.

| | |
|---------------|-------------------|
| Search Number | 497145 |
| Department | University Safety |
| Title | Chief of Police |

Minimum Qualifications

- Bachelor's degree and a minimum of 12 years of progressive policing exp and training in law enforcement, including at least 6 years serving as a command level rank with diverse responsibilities.
- Possesses a demonstrated commitment to and past experience with DEI efforts both within a dept and broader community.
- Ability to build, maintain, effective working relationships with senior admin, deans, students, faculty, staff, parents, government, community groups, public, etc.
- Ability to understand the complexities of student life and the needs/issues of the campus communities.
- Vision and ability to anticipate and adapt to, at times, a changing environment while maintaining the safety and order of the university.
- Possess and maintain authority through Connecticut General Statute 10a-156b “to arrest and present before a competent authority any person for any offense committed within his precinct” and must be able to obtain and maintain Connecticut P.O.S.T. Police Officer Certification including having the ability to operate police equipment and weapons and demonstrate physical and psychological fitness.

Preferred Qualifications

- A master's degree or terminal degree.
- Participation and completion of executive-level law enforcement training courses such as FBI national academy.
- Experience working at and commanding police personnel in a university setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Spelman Johnson's network of contacts
- UConn HR's executive opening page
- Message to Police Department

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 497145 | | | | | | | | | | | | |
| Qualified | 9 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 19 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 15 | 0 | 7 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 3 | 28 |

19 Qualified applicants: 9 WM, 6 BM, 1 HM, 3 UU

- 9 WM, 3 BM, 1 HM, 3 UU did not have experience working at and commanding police personnel in a university setting.
- 2 BM applied late in the application process.
- 1 BM did not have recent law enforcement experience.

6 Interviewed applicants: 5 WM, 1 HF

- 3 WM did not have direct experience or the necessary level of working at and commanding police personnel in a university setting, either in an academic or health care environment.
- 1 WM, 1 HF did not describe how they would anticipate and adapt to a changing environment while maintaining the safety and order of the university when asked questions about ability to lead during a crisis incident.

The 1 WM selected answered directly, clearly, and to the point. His responses were student-centered, community-oriented, and relationship-building, all qualities that UConn was seeking in its next Police Chief. He demonstrated a thorough knowledge of State of CT law enforcement as well as policing in a higher education environment. He had relevant leadership experience from his previous position as Chief, including experience managing all administrative aspects of a police department.

Category 1: University Director

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------|----|----|----|----|----|----|----|----|
| 1-U Director | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------|----------|----|----------|---------------------|-----------|
| 1-U Director | Y | WF | 495842 | University Director | 1 |
| | N | WM | 497356 | University Director | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-U Director | | | | | | | | | | | | |
| 495842 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 8 |

This hire met a hiring goal.

| | |
|---------------|----------------------|
| Search Number | 497356 |
| Department | Procurement Services |
| Title | University Director |

Minimum Qualifications

- Bachelor’s degree and at least seven (7) years of experience in drafting, negotiating, and managing contracts. At least five (5) of the years of experience must be at the level of supervisor.
- Considerable knowledge of principles in areas such as procurement, compliance, construction law, business law, or other public procurement policies in a state or federal environment.
- Strong contract drafting and negotiation skills.
- Ability to design and implement departmental and institutional policies and procedures.
- Strong leadership, organizational, project management and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced environment.
- Demonstrated leadership skills and a commitment to mentoring, coaching, and developing a team.
- Strong interpersonal and persuasive skills with the ability to work effectively with all levels of employees and management.

- Excellent written and verbal communication skills.
- Excellent computer skills with strong technical skills to work with multiple database programs including Microsoft Access. Knowledge of contract management systems.

Preferred Qualifications

- Advanced degree such as JD, MBA, or MPA.
- Previous supervision of individuals responsible for contracting, procurement compliance and/or procurement operations in a public institution or higher education.
- Solid understanding of contract law and demonstrated ability to independently draft contractual terms and conditions with demonstrated negotiation skills of complex initiatives.
- Familiarity with procurement principles, construction and professional services contracting, federal regulations and/or guiding principles relating to research contracts, in addition to traditional academic institutional contracting needs.
- Understanding the significance of and commitment to supplier diversity programs.
- Considerable knowledge of academic institutional program needs including research and outreach programs and information technology needs.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-U Director | | | | | | | | | | | | |
| 497356 | | | | | | | | | | | | |
| Unqualified | 8 | 5 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 16 |
| Qualified | 2 | 6 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |
| Interviewed | 1 | 3 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 8 |
| Withdrawn | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 14 | 15 | 2 | 3 | 3 | 0 | 1 | 0 | 0 | 1 | 1 | 40 |

The unqualified applicants did not meet the minimum qualifications of the job posting.

12 Qualified applicants: 2 WM, 6 WF, 1 BM, 2 BF, 1 UU

- 1 WM, 4 WF, 1 BM, 2 BF, 1 UU did not have previous supervisory experience of individuals responsible for contracting, procurement compliance and/or procurement operations in a public institution or higher education.

- 1 WM, 2 WF did not indicate familiarity with procurement principles, construction and professional services contracting, federal regulations or guiding principles relating to research contracts, in addition to traditional academic institutional contracting needs in their application materials.

9 Interviewed applicants: 2 WM, 3 WF, 1 BF, 2 HM, 1 TF

- 1 WM, 1 HM did not describe their experience with or knowledge of the wide variety of contracts this position would manage.
- 2 WF, 1 BF, 1 HM, TF's experience supervising individuals responsible for contracting, procurement compliance or procurement operations was in a more corporate environment not in a public institution or higher education
- 1 WF did not answer questions accurately regarding procurement principles, construction and professional services contracting, federal regulations or guiding principles relating to research contracts.

The 1 WM selected had experience with a variety of contracts like those this position managed. He had supervisory experience across different institutions, public and private. His answers throughout the interview were well thought-out and he provided examples of applying procurement principles and federal guidelines in previous positions. Given his background, knowledge, and supervisory experience he was professionally qualified for the position.

Category 2: Faculty – Professor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 2-Professor | 0 | 2 | 1 | 2 | 2 | 2 | 4 | 2 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------|----------|----|----------|----------------------|-----------|
| 2-Professor | Y | WF | 496444 | Professor | 1 |
| | Y | AM | 497588 | Professor | 1 |
| | Y | AM | PT-FT | Professor | 1 |
| | Y | AF | PT-FT | Professor | 1 |
| | N | WM | 496918 | Professor & Director | 1 |
| | N | WM | PT-FT | Professor | 1 |
| | N | WM | PT-FT | Professor - LAW | 1 |
| | N | WM | PT-FT | Professor | 5 |
| | N | WF | 496097 | Professor - LAW | 1 |
| | N | WF | PT-FT | Professor | 3 |
| | N | WF | PT-FT | Professor - LAW | 1 |
| | N | HM | PT-FT | Professor - LAW | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Professor | | | | | | | | | | | | |
| 496444 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 4 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 4 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 2 | 11 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Professor | | | | | | | | | | | | |
| 497588 | | | | | | | | | | | | |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

3 WM, 2 WF, 1 HM, 1 AM, 1 AF moved from Part-time to Full-time.

The 1 AM and 1 AF met hiring goals.

| | |
|---------------|-----------------------------|
| Search Number | 496918 |
| Department | Lit, Cultures and Languages |
| Title | Professor & Director |

MINIMUM QUALIFICATIONS

- A completed Ph.D., J.D., or equivalent degree. Equivalent foreign degrees are acceptable.
- Credentials that merit appointment at the rank of Associate or Full Professor in one of UConn's schools or colleges.
- A demonstrated record of excellence in research and scholarship related to human rights in the candidate's primary field of study.
- An established reputation in professional organizations and among peers in academic and professional communities.
- Excellent record of teaching related to human rights at the undergraduate and/or graduate levels.
- A demonstrated commitment to promoting diversity, equity, and inclusion through scholarship, teaching, and public engagement.
- A leadership style that invites collaboration, encourages teamwork, welcomes diverse perspectives, and values transparency.

PREFERRED QUALIFICATIONS

- A demonstrated record of public engagement on human rights, which could include community-based efforts, policy engagement, or other forms of human rights practice in varied settings.
- Record of successful leadership in an academic context.
- The ability to work productively and cooperatively with administrators, faculty, students, staff, educators, and community leaders as partners to advance HRI's mission.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Chronicle of Higher Ed
- International Studies Association
- Diversity in Higher Education
- Academic Diversity Search
- LinkedIn
- Idealist.org

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Professor | | | | | | | | | | | | |
| 496918 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 3 | 10 |
| Qualified | 6 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 14 |
| Interviewed | 5 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 9 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 14 | 7 | 2 | 2 | 2 | 0 | 0 | 2 | 0 | 0 | 5 | 34 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

14 Qualified applicants: 6 WM, 4 WF, 1 BF, 1 AF, 2 UU

- 6 WM, 2 WF, 1 AF, 2 UU did not have the level of record of public engagement on human rights, which could include community-based efforts, policy engagement, or other forms of human rights practice in varied settings necessary for the position.
- 2 WF, 1 BF did not have a record of successful leadership in an academic context.

10 Interviewed applicants: 6 WM, 3 WF, 1 AF

- 3 WM, 2 WF, 1 AF did not demonstrate interest or capacity to support the core programs of Dodd Impact outside the Business and Human Rights Initiative.
- 2 WM did not communicate or have the necessary experience to lead an interdisciplinary human rights outreach and engagement program.
- 1 WF did not have experience working with K-12 educational programs which was necessary for Dodd Impact, K-12 education/summer institutes in genocide studies and prevention.

The 1 WM selected had a scholarly profile of research in areas centrally linked to Dodd Impact and a background in public engagement with officials and experts at the United Nations; civil servants and diplomats; civil society actors; police and security officials; museums; and school officials, teachers, and students in secondary schools. He also had a decade of administrative experience as department head of the Holocaust and Genocide Studies program at Keene State. He was the Director of Academic Programs for the Auschwitz Institute for the Prevention of Genocide and Mass Atrocities, which provided him the opportunity for networking and access to government policymakers, UN offices related to human rights, and civil society actors around the world. He expressed a clear commitment to support the growth and sustainability of Dodd Impacts core programs. He had experience with human rights education and genocide studies – including state, national, and international efforts to develop and implement curriculum in secondary and post-secondary settings. His experience also prepared him to lead the Human Rights Summit, which would be a major part of the Dodd Impact Director’s portfolio. He was well prepared to elevate the national and international profile of Dodd Impact/HRI based on his extensive experience in public engagement and policy work. He had a track record of translating insights from research and practice into public-facing white papers, commentaries, and policy

advocacy. He had a proven track record of raising more than \$5 million to create two endowed chair positions and for programming similar in intent to Dodd Impact.

| | |
|---------------|------------------------------|
| Search Number | 496097 |
| Department | Law Instruction and Research |
| Title | Professor - Law |

MINIMUM QUALIFICATIONS

- A J.D. degree or equivalent terminal degree in a related field.
- A record of outstanding achievement in scholarship, teaching, and service.
- A demonstrated commitment to advancing diversity, equity, inclusion, and belonging in the legal academy and/or profession.

PREFERRED QUALIFICATIONS

- A national reputation in the candidate's field of expertise.
- Active participation in relevant scholarly and/or professional communities.
- An interest in programmatic and pedagogical innovation.
- Demonstrated expertise and ability to teach effectively in one or more areas that may include, but are not limited to, any of the following: business law, civil procedure, constitutional law, and environmental/administrative law.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Ability Jobs Online
- Ability Links Online
- AALS
- Associate Dean listserv
- Bar Association listserv
- Practice Area listserv
- Law School Alumni Association Board

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Professor | | | | | | | | | | | | |
| 496097 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 7 |
| Qualified | 2 | 3 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 12 |
| Interviewed | 5 | 5 | 0 | 1 | 3 | 1 | 4 | 0 | 1 | 0 | 4 | 24 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 10 | 1 | 2 | 3 | 1 | 6 | 1 | 2 | 0 | 9 | 46 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

12 Qualified applicants: 2 WM, 3 WF, 1 BM, 1 BF, 1 AM, 1 AF, 3 UU

- 2 WM, 3 WF, 1 BM, 1 BF, 1 AF, 3 UU did not demonstrate expertise and ability to teach effectively in one or more areas that may include, but are not limited to, any of the following: business law, civil procedure, constitutional law, and environmental/administrative law.
- 1 AM did not have a national reputation in the candidate’s field of expertise.

25 Interviewed applicants: 5 WM, 6 WF, 1 BF, 3 HM, 1 HF, 4 AM, 1 TM, 4 UU

- 2 WM, 2 WF, 2 HM, 1 AM, 1 TM, 3 UU did not demonstrate the level of pedagogical and scholarly experience necessary for the position in their job talks.
- 1 BF’s scholarly publications were not at the level necessary for a professor title as they relied on arguments of other scholars and were not in areas of immediate relevance to the position.
- 1 HF did not respond directly to several questions specifically those related to engaging students outside of the classroom and student questions abouts her pedagogy.
- 1 AM’s job talk contained erroneous references and associations and was inaccurate in its content.
- 1 WM did not demonstrate expertise and ability to teach effectively in one or more areas that may include, but are not limited to, any of the following: business law, civil procedure, constitutional law, and environmental/administrative law.
- 1 WM did not have a national reputation in his field of expertise.
- 1 WM, 3 WF, 1 HM, 1 AM did not have research or publications in the areas of business law, civil procedure, constitutional law, and environmental/administrative law at the depth and scope for a professor title.
- 1 UU did not submit all the required application materials.
- 1 AM was selected and reported in the 2023 Hiring Goals Analysis as a goal.

The 1 WF selected had been on the law faculty at SUNY Buffalo since 2013. She taught administrative law, civil procedure, legislation and interpretation, immigration, asylum, and refugee law, and sociolegal research. Her record of scholarship was outstanding, particularly for

someone who has spent only nine years in the legal academy. Her commitment to diversity, equity, and inclusion was on display in her diversity statement, one of the most nuanced and thoughtful we have received. She had an extensive publication record. She taught much-needed courses, wrote prolifically and with unusual sophistication, devoted attention to student learning and wellbeing, and contributed positively to the life of her institution.

Category 2: Faculty – Associate Professor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 2-Associate Professor | 0 | 8 | 2 | 4 | 0 | 0 | 0 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------------|----------|----|----------|---------------------------|-----------|
| 2-Associate Professor | Y | WF | 496416 | Associate Professor | 1 |
| | Y | WF | 496666 | Associate Professor | 1 |
| | Y | WF | 497078 | Associate Professor | 1 |
| | Y | WF | PT-FT | Associate Professor | 1 |
| | Y | WF | PT-FT | Associate Professor | 1 |
| | Y | BM | PT-FT | Associate Professor | 1 |
| | Y | BF | PT-FT | Associate Professor | 1 |
| | Y | AF | 496771 | Associate Professor - LAW | 1 |
| | N | WM | 496879 | Associate Professor | 1 |
| | N | WM | 497058 | Associate Professor | 1 |
| | N | WM | 497432 | Associate Professor | 1 |
| | N | WM | PT-FT | Associate Professor | 1 |
| | N | HM | PT-FT | Associate Professor | 1 |
| | N | HF | 497159 | Associate Professor | 1 |
| | N | HF | PT-FT | Associate Professor | 2 |
| | N | AM | 494817 | Associate Professor | 1 |
| | N | AM | 496831 | Associate Professor | 1 |
| | N | AF | 496831 | Associate Professor | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 496416 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 496666 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 497078 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 1 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 10 |
| Qualified | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 5 | 2 | 2 | 1 | 0 | 0 | 4 | 0 | 0 | 1 | 21 |

This hire met a hiring goal.

1 WM, 2 WF, 1 BM, 1 BF, 1 HM, 1 HF moved from Part-time to Full-time.

The 2 WF, 1 BM and 1 BF hires met hiring goals.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 496771 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 8 |

This hire met a hiring goal.

| | |
|---------------|------------------------------|
| Search Number | 496879 |
| Department | Computer Sci and Engineering |
| Title | Associate Professor |

MINIMUM QUALIFICATIONS

- Earned Ph.D. in computer science, computer engineering, or a related field by the time of appointment.
- An established record of research in an existing or emerging computing field.
- Demonstrated potential for excellence in teaching.
- Commitment to promoting diversity through their academic and research programs.

- Demonstrated commitment to graduate education and an established record of leadership excellence.

PREFERRED QUALIFICATIONS

- An outstanding record of scholarship and research contributions in at least one of the areas identified above.
- Expertise in several areas of computer science or computer engineering.
- Experience in developing research grant applications to funding agencies.
- An established record of excellence in teaching.
- Ability to effectively communicate with students in both large and small audiences.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- IEEE
- Indeed
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|------------|-----------|----------|----------|-----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 496879 | | | | | | | | | | | | |
| Unqualified | 14 | 2 | 0 | 0 | 2 | 0 | 52 | 10 | 0 | 0 | 8 | 88 |
| Qualified | 38 | 12 | 2 | 0 | 2 | 0 | 94 | 16 | 0 | 0 | 8 | 172 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 5 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 16 | 4 | 0 | 0 | 1 | 24 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 56 | 15 | 2 | 0 | 4 | 0 | 165 | 31 | 0 | 0 | 17 | 290 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

173 Qualified applicants: 38 WM, 12 WF, 2 BM, 2 HM, 94 AM, 16 AF, 9 UU

- 8 WM, 5 WF, 1 BM, 28 AM, 3 AF did not provide evidence of an established record for excellence in teaching or developing research grant applications.
- 30 WM, 7 WF, 1 BM, 2 HM, 66 AM, 13 AF, 9 UU did not have an outstanding record of scholarship and research contributions in at least one of the areas identified in the job posting.

25 Interviewed applicants: 3 WM, 1 WF, 16 AM, 4 AF, 1 UU

- 1 WM did not have teaching experience in a Computer Science and Engineering (CSE) related field.
- 1 WF did not have a research interest area and career trajectory that aligned with that of the CSE department based on her job talk and presentation.
- 10 AM, 3 AF, 1 UU did not demonstrate research depth for the associate professor level
- 2 AM did not respond to interview requests after several attempts by the search committee.
- 2 AM were not available for the start date of the position.
- 1 AM's Curriculum Vitae was not consistent with his responses when reviewed during the interview process.
- 1 AF accepted a part-time faculty position in the department.
- 1 AM declined the offer of a second interview.
- 1 WM was selected as an Assistant Professor and met a hiring goal in that category. The applicant pool is included to reflect the met goal in the Assistant Professor category under the same search number.

The 1 WM selected demonstrated communication skills in his job talk and the teaching record necessary for the position. He shared his research depth and a grant history with many CSE faculty members. His departmental lecture was comprehensive, and his related technical area would benefit and improve the department.

| | |
|---------------|-----------------------------------|
| Search Number | 497058 |
| Department | Social Work Instruct and Research |
| Title | Associate Professor |

MINIMUM QUALIFICATIONS

- An MSW degree in social work is required.
- A Ph.D. or DSW in social work or a related discipline is required.
- A minimum of 5 years post MSW clinical practice experience in one of the following areas: health, mental health, trauma, aging, substance use, violence prevention, school social work, child welfare, or criminal justice.
- Demonstrated experience with and commitment to working with clients/communities of color.
- Experience in teaching in an MSW program and familiarity with MSW curriculum.
- Experience supervising staff, and/or providing field instruction to students.
- Demonstrated ability to work collaboratively with academic committees.
- Candidates for the Associate Professor (tenure-track) position must have a strong scholarly record commensurate with the academic rank of Associate Professor.
- Evidence of national or local leadership in social work or related discipline.
- A commitment to the School of Social Work's mission of advancing knowledge and community engagement; to achieve human rights and social justice.

- Demonstrated commitment to diversity, equity, and inclusion.

PREFERRED QUALIFICATIONS

- Demonstrated ability to integrate micro and macro perspectives and generalist practice.
- Demonstrated use of theories that inform the applicant’s research and/or teaching.
- Experience hiring and mentoring adjunct faculty.
- Commitment to and/or experience in promoting and fostering a learning environment supportive of individuals from diverse backgrounds.
- Experience overseeing the MSW reaccreditation process.
- Experience with working with teams to address student urgencies.
- Experience in or commitment to working collaboratively with departments within the School and across the University on multidisciplinary or inter-professional initiatives.
- Experience with, or capacity for, online and hybrid teaching.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Website
- AcademicJobsOnline.org
- Blacks In Higher Education
- Hispanics in Higher Education
- Women In Higher Education
- Indeed
- CT NASW
- MA NASW
- NASW – National Association of Social Workers
- Council On Social Work Education
- National Association of Black Social Workers (NABSW)
- Latina Social Work Organization (LSWO)
- Society for Social Work and Research (SSWR)
- The Group for the Advancement of Doctoral Education (GADE)
- American Association of University Professors (AAUP)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2-Associate Professor | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 497058 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 4 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 11 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 BM, 1 HF

- 1 BM, 1 HF did not have experience hiring and mentoring adjunct faculty.

5 Interviewed applicants: 2 WM, 2 WF, 1 HF

- 1 WM did not communicate how his administrative skills would have an impact on students and colleagues.
- 1 WF did not communicate a willingness to take on an administrative role and the required responsibilities.
- 1 WF, 1 HF did not provide details about how they would address different issues on a broader scale, working with students as a whole or with faculty to support students within a program or school.

The 1 WM selected described his collaborative method of working with students, faculty, and staff, which would be transferrable to this position. He understood the demands of a large-scale administrative role and had experience leading the accreditation process at his institution.

| | |
|---------------|---------------------|
| Search Number | 497432 |
| Department | History |
| Title | Associate Professor |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 497432 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WM selected without a full search had scholarly expertise in both LGBTQ and Public History. He had his PhD in History of American Civilization from Harvard University, with a secondary field in Women, Gender, and Sexuality Studies. He had a book published and received

wide acclaim. He had scholarly articles published, won a best article prize, and a best film prize for his documentary work about AIDS. His hire enhanced the department’s course offerings in the key fields of gender history, medical humanities, and public history. From his discussion of his teaching, he demonstrated that he was creative, empathetic, and inclusive in his approach to course materials and students. His public history initiative at Cornell, with its distinct focus on faculty, student, and community engagement, provided a model for UConn’s nascent digital public history minor. His curatorial relationships with the Whitney Museum, the Brooklyn Historical Society, and the Museum of the City of New York would important connections between public history students and faculty and underscored his commitment to publicly engaged research and scholarship.

| | |
|---------------|---------------------|
| Search Number | 497159 |
| Department | History |
| Title | Associate Professor |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 497159 | | | | | | | | | | | | |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 HF selected without a full search made medical humanities more visible and galvanized interdisciplinary efforts in two strategic areas: Health, Disease, and Well-Being; and Inequalities and Social Justice. Her scholarship, teaching, and public engagement spoke directly to these areas. As a historian of slavery, reproductive justice, and racial disparities in medicine, she would contribute to existing faculty strengths and offer new and innovative courses and programming. Her undergraduate courses would draw pre-med and other STEM students, and a wide range of CLAS students. Given her current interest in disability studies, she fortified an area that deserved more attention at UConn. She had teaching experience with a diverse student body, and her experience occupying a chair in the history of medicine and serving as director of medical humanities program at the University of Nebraska-Lincoln, indicated the many skills she would bring to the department. Her interaction with History graduate students, both during her campus visit, and at earlier conferences, reflected her deep interest in emerging scholars’ research projects and career pathways and her commitment to graduate training and mentorship. Additionally, her concentration in nineteenth-century African American history complemented both pre-Civil War U.S. history and Africana Studies. Her appointment would further attract graduate students and raise the profile of the History department in these areas.

| | |
|---------------|---------------------|
| Search Number | 494817 |
| Department | Marketing |
| Title | Associate Professor |

MINIMUM QUALIFICATIONS

- A Ph.D. or equivalent degree in marketing or a related field. Equivalent foreign degrees are acceptable.
- A record of publishing in premier marketing journals.
- A record of successful teaching at the master's and/or Ph.D. level.
- A record of service contributions to the school, university and/or discipline.
- A deep commitment to promoting diversity.

PREFERRED QUALIFICATIONS

- A record of mentoring doctoral students.
- An active research agenda that complements department research interests.
- A teaching portfolio that complements department needs.
- Interest and willingness to serve in leadership roles within the School of Business.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO
- Chronicle of Higher Ed
- Academicplacement.ama.org
- Hispanic Outlook in Higher Ed Magazine
- Journal of Blacks in Higher Education
- Women in Higher Education
- AcademicKeys
- ELMAR
- The PhD Project – Marketing
- ACR Listserv
- Faculty Recruitment Efforts

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 494817 | | | | | | | | | | | | |
| Unqualified | 9 | 6 | 2 | 0 | 1 | 0 | 7 | 2 | 0 | 0 | 4 | 31 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 1 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 6 | 2 | 0 | 1 | 0 | 13 | 3 | 0 | 0 | 5 | 40 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 2 AM

- 2 AM did not have a teaching portfolio that complemented department needs.

6 Interviewed applicants: 1 WM, 3 AM, 1 AF, 1 UU

- 1 WM, 1 AM, 1 AF, 1 UU's active research agenda was found to not complement the department research interests.
- 1 AM did not have a record of or experience mentoring doctoral students.

The 1 AM had a research record with publications in premier marketing journals along with solid work in his pipeline. His research added to the Marketing Department's research prowess/reputation and his research agenda complemented the departmental needs in quantitative marketing. Additionally, his work offered important insights into diverse customers and developing markets. He could teach MBA courses in core marketing management, as well as analytics. His experience with mentoring and publishing with doctoral students gave him the ability to function in the vital role in mentoring doctoral students. He had well-rounded experience in a private research-focused university (Cornell), as well as a state-supported flagship university (National University of Singapore). Further, he served in leadership roles at an institution and had expressed willingness to take on leadership roles in the department and within the School of Business.

| | |
|---------------|--------------------------------|
| Search Number | 496831 |
| Department | Operations and Info Management |
| Title | Associate Professor |

MINIMUM QUALIFICATIONS

- Earned Ph.D. in information systems or a related field expected by the start date of the appointment. Equivalent foreign degrees are acceptable.

- A strong or emerging record of scholarly productivity in information systems, business analytics, data science, computer security, or other related focuses of the Department.
- Promise and commitment to excellence in teaching supported by evidence of superior classroom performance.
- Effective communication skills.
- A deep commitment to promoting diversity through their academic and research programs and the ability to contribute through research, teaching, and public engagement to the diversity and excellence of the learning experience.
- Applicants for the rank of Associate Professor should possess an excellent record of research, teaching performance, and involvement in undergraduate, graduate, and doctoral education, commensurate with the rank they are seeking.

PREFERRED QUALIFICATIONS

- Applicants at the rank of Associate Professor should have a record of contribution through research, teaching, and public engagement to the diversity and excellence of the learning experience and evidence of service to the university, the field, or the profession through leadership in professional organizations, editorial activities, and successful involvement in undergraduate and/or graduate curriculum development.
- Expertise in FinTech or related areas.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO
- Chronicle of Higher Ed
- PhD Project Job Board
- INFORMS
- Association for Information Systems

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|----------|-------------|
| 2-Associate Professor | | | | | | | | | | | | |
| 496831 | | | | | | | | | | | | |
| Unqualified | 8 | 3 | 3 | 0 | 1 | 0 | 24 | 17 | 0 | 0 | 5 | 61 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 6 | 8 | 0 | 0 | 0 | 16 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 3 | 0 | 0 | 1 | 11 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| Grand Total | 9 | 4 | 3 | 0 | 1 | 0 | 38 | 29 | 0 | 0 | 7 | 91 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.
16 Qualified applicants: 1 WM, 1 WF, 6 AM, 8 AF

- 1 WM, 1 WF, 6 AM, 8 AF, candidates for the Associate rank, did not have the necessary record of research, teaching performance, and involvement in undergraduate, graduate, and doctoral education necessary for that level position.

13 Interviewed applicants: 8 AM, 4 AF, 1 UU

- 7 AM, 3 AF, 1 UU did not have a research profile at the necessary level for the position.

The 1 AM selected had the research and teaching profile necessary for the position. His research and teaching interest would be beneficial in this position. He had a record of scholarly productivity in information systems.

The 1 AF selected had the research productivity with a weighted publication record and has expertise in Fintech and would be beneficial in this position. Additionally, she had scholarly productivity in information systems, business analytics, data science, and experience with computer security.

Category 2: Assistant Professor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 2-Assistant Professor | 26 | 25 | 6 | 0 | 0 | 1 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------------|----------|----|----------|---------------------|-----------|
| 2-Assistant Professor | Y | WM | 495731 | Assistant Professor | 1 |
| | Y | WM | 495840 | Assistant Professor | 1 |
| | Y | WM | 495869 | Assistant Professor | 1 |
| | Y | WM | 496597 | Assistant Professor | 1 |
| | Y | WM | 496754 | Assistant Professor | 1 |
| | Y | WM | 496755 | Assistant Professor | 1 |
| | Y | WM | 496828 | Assistant Professor | 1 |
| | Y | WM | 496841 | Assistant Professor | 1 |
| | Y | WM | 496872 | Assistant Professor | 1 |
| | Y | WM | 496879 | Assistant Professor | 1 |
| | Y | WM | 496885 | Assistant Professor | 1 |
| | Y | WM | 496909 | Assistant Professor | 1 |
| | Y | WM | 496957 | Assistant Professor | 1 |
| | Y | WM | 497012 | Assistant Professor | 1 |
| | Y | WM | 497021 | Assistant Professor | 1 |
| | Y | WM | 497061 | Assistant Professor | 1 |
| | Y | WM | 497114 | Assistant Professor | 1 |
| | Y | WM | 497323 | Assistant Professor | 1 |
| | Y | WM | 497710 | Assistant Professor | 1 |
| | Y | WF | 495771 | Assistant Professor | 1 |
| | Y | WF | 496048 | Assistant Professor | 1 |
| | Y | WF | 496133 | Assistant Professor | 1 |
| | Y | WF | 496175 | Assistant Professor | 1 |
| | Y | WF | 496601 | Assistant Professor | 1 |
| | Y | WF | 496795 | Assistant Professor | 1 |
| | Y | WF | 496797 | Assistant Professor | 1 |
| | Y | WF | 496812 | Assistant Professor | 1 |
| | Y | WF | 496855 | Assistant Professor | 1 |
| | Y | WF | 496859 | Assistant Professor | 1 |
| | Y | WF | 497011 | Assistant Professor | 1 |
| | Y | WF | 497391 | Assistant Professor | 1 |
| | Y | WF | 497519 | Assistant Professor | 1 |
| | Y | WF | 497555 | Assistant Professor | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------------|----------|----|----------|---------------------|-----------|
| 2-Assistant Professor | Y | BM | 496766 | Assistant Professor | 1 |
| | Y | BM | 496834 | Assistant Professor | 1 |
| | Y | HF | 496805 | Assistant Professor | 1 |
| | N | BF | 495577 | Assistant Professor | 1 |
| | N | BF | 496787 | Assistant Professor | 1 |
| | N | BF | 496812 | Assistant Professor | 1 |
| | N | BF | 496878 | Assistant Professor | 1 |
| | N | HM | 495651 | Assistant Professor | 1 |
| | N | HM | 496787 | Assistant Professor | 1 |
| | N | HM | 496792 | Assistant Professor | 1 |
| | N | HM | 496812 | Assistant Professor | 1 |
| | N | HM | 497016 | Assistant Professor | 1 |
| | N | HM | 497092 | Assistant Professor | 1 |
| | N | HF | 496792 | Assistant Professor | 1 |
| | N | HF | 496951 | Assistant Professor | 1 |
| | N | HF | 496976 | Assistant Professor | 1 |
| | N | AM | 495767 | Assistant Professor | 1 |
| | N | AM | 495864 | Assistant Professor | 1 |
| | N | AM | 496832 | Assistant Professor | 1 |
| | N | AM | 496843 | Assistant Professor | 1 |
| | N | AM | 496883 | Assistant Professor | 1 |
| | N | AM | 496940 | Assistant Professor | 1 |
| | N | AM | 496955 | Assistant Professor | 1 |
| | N | AM | 496988 | Assistant Professor | 1 |
| | N | AM | 496990 | Assistant Professor | 1 |
| | N | AM | 497030 | Assistant Professor | 1 |
| | N | AM | 497459 | Assistant Professor | 1 |
| | N | AF | 496812 | Assistant Professor | 2 |
| | N | AF | 496849 | Assistant Professor | 1 |
| | N | AF | 496904 | Assistant Professor | 1 |
| | N | AF | 496993 | Assistant Professor | 1 |
| | N | AF | 497164 | Assistant Professor | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|-----------|----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495731 | | | | | | | | | | | | |
| Unqualified | 14 | 9 | 1 | 0 | 1 | 3 | 4 | 2 | 2 | 0 | 6 | 42 |
| Qualified | 35 | 10 | 2 | 0 | 2 | 1 | 6 | 2 | 0 | 2 | 4 | 64 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 8 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 53 | 21 | 3 | 0 | 3 | 4 | 11 | 4 | 2 | 2 | 14 | 117 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495840 | | | | | | | | | | | | |
| Unqualified | 5 | 1 | 2 | 0 | 0 | 0 | 8 | 3 | 0 | 0 | 0 | 19 |
| Qualified | 0 | 2 | 0 | 0 | 1 | 0 | 7 | 2 | 0 | 0 | 1 | 13 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 6 | 2 | 0 | 1 | 0 | 17 | 5 | 0 | 0 | 1 | 38 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495869 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 5 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 6 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 1 | 0 | 0 | 2 | 0 | 5 | 2 | 0 | 0 | 0 | 14 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496597 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 4 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496754 | | | | | | | | | | | | |
| Unqualified | 26 | 9 | 0 | 1 | 1 | 0 | 7 | 5 | 1 | 0 | 4 | 54 |
| Qualified | 11 | 4 | 0 | 0 | 2 | 0 | 5 | 3 | 0 | 0 | 1 | 26 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 40 | 14 | 0 | 1 | 3 | 0 | 12 | 8 | 1 | 0 | 5 | 84 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|-----------|----------|----------|----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496755 | | | | | | | | | | | | |
| Unqualified | 18 | 12 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 2 | 35 |
| Qualified | 27 | 11 | 0 | 0 | 9 | 0 | 1 | 1 | 0 | 0 | 7 | 56 |
| Interviewed | 5 | 3 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 12 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 51 | 26 | 0 | 0 | 12 | 0 | 1 | 3 | 0 | 0 | 11 | 104 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496828 | | | | | | | | | | | | |
| Unqualified | 2 | 4 | 1 | 6 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 16 |
| Withdrawn | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 4 | 2 | 7 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 19 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496841 | | | | | | | | | | | | |
| Unqualified | 3 | 4 | 3 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 2 | 19 |
| Qualified | 13 | 11 | 0 | 0 | 0 | 0 | 15 | 5 | 0 | 0 | 3 | 47 |
| Interviewed | 1 | 2 | 0 | 0 | 1 | 0 | 3 | 1 | 0 | 0 | 0 | 8 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 18 | 17 | 3 | 0 | 2 | 0 | 24 | 7 | 0 | 0 | 5 | 76 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496872 | | | | | | | | | | | | |
| Unqualified | 13 | 1 | 0 | 0 | 0 | 0 | 24 | 0 | 0 | 0 | 4 | 42 |
| Qualified | 18 | 0 | 1 | 0 | 2 | 0 | 13 | 2 | 0 | 0 | 3 | 39 |
| Interviewed | 3 | 1 | 0 | 0 | 1 | 1 | 3 | 1 | 0 | 0 | 0 | 10 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 35 | 3 | 1 | 0 | 3 | 1 | 40 | 3 | 0 | 0 | 7 | 93 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|------------|-----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496879 | | | | | | | | | | | | |
| Unqualified | 14 | 2 | 0 | 0 | 2 | 0 | 52 | 10 | 0 | 0 | 8 | 88 |
| Qualified | 38 | 12 | 2 | 0 | 2 | 0 | 94 | 16 | 0 | 0 | 8 | 172 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 5 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 16 | 4 | 0 | 0 | 1 | 24 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 56 | 15 | 2 | 0 | 4 | 0 | 165 | 31 | 0 | 0 | 17 | 290 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496885 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 22 | 8 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 6 | 38 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 | 9 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 27 | 12 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 9 | 51 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496909 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 7 | 15 |
| Qualified | 1 | 4 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 7 | 1 | 0 | 2 | 1 | 1 | 2 | 1 | 0 | 8 | 29 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496957 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497012 | | | | | | | | | | | | |
| Unqualified | 14 | 17 | 4 | 1 | 2 | 0 | 2 | 2 | 0 | 0 | 7 | 49 |
| Qualified | 5 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 16 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 5 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 14 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 25 | 34 | 4 | 1 | 2 | 0 | 2 | 2 | 0 | 0 | 11 | 81 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497021 | | | | | | | | | | | | |
| Unqualified | 5 | 4 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 12 |
| Qualified | 2 | 7 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 13 |
| Interviewed | 3 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 10 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 15 | 2 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 4 | 36 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497061 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497114 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 1 | 0 | 1 | 0 | 7 | 2 | 0 | 0 | 2 | 16 |
| Qualified | 9 | 2 | 0 | 0 | 0 | 0 | 8 | 2 | 1 | 0 | 1 | 23 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 14 | 2 | 1 | 0 | 1 | 0 | 16 | 4 | 1 | 0 | 3 | 42 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497323 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497710 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495771 | | | | | | | | | | | | |
| Unqualified | 5 | 0 | 0 | 0 | 2 | 3 | 8 | 2 | 0 | 0 | 1 | 21 |
| Qualified | 3 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 9 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 7 | 0 | 0 | 2 | 3 | 8 | 2 | 1 | 1 | 1 | 35 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496048 | | | | | | | | | | | | |
| Unqualified | 3 | 4 | 0 | 0 | 0 | 0 | 9 | 1 | 1 | 0 | 0 | 18 |
| Qualified | 6 | 2 | 1 | 0 | 1 | 1 | 10 | 2 | 0 | 0 | 0 | 23 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 1 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 8 | 1 | 0 | 1 | 1 | 22 | 5 | 1 | 0 | 1 | 52 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496133 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496175 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496601 | | | | | | | | | | | | |
| Unqualified | 7 | 1 | 3 | 0 | 0 | 0 | 4 | 3 | 0 | 0 | 2 | 20 |
| Qualified | 0 | 2 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 4 | 4 | 1 | 0 | 0 | 2 | 3 | 3 | 0 | 0 | 0 | 17 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 9 | 4 | 0 | 1 | 2 | 10 | 6 | 0 | 0 | 2 | 46 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496795 | | | | | | | | | | | | |
| Unqualified | 9 | 21 | 1 | 1 | 0 | 1 | 8 | 11 | 0 | 3 | 4 | 59 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 26 | 1 | 2 | 0 | 2 | 9 | 12 | 0 | 3 | 5 | 69 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496797 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 1 | 0 | 0 | 0 | 4 | 2 | 1 | 0 | 2 | 13 |
| Qualified | 13 | 10 | 0 | 0 | 0 | 0 | 7 | 3 | 0 | 0 | 1 | 34 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 19 | 12 | 1 | 0 | 0 | 0 | 11 | 6 | 1 | 0 | 3 | 53 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496855 | | | | | | | | | | | | |
| Unqualified | 3 | 4 | 2 | 0 | 2 | 0 | 3 | 2 | 0 | 1 | 1 | 18 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 3 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 8 | 2 | 0 | 2 | 0 | 5 | 4 | 0 | 1 | 1 | 30 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496859 | | | | | | | | | | | | |
| Unqualified | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 14 | 5 | 0 | 0 | 2 | 1 | 17 | 1 | 1 | 0 | 0 | 41 |
| Interviewed | 4 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 19 | 11 | 1 | 0 | 3 | 1 | 18 | 1 | 1 | 0 | 1 | 56 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497011 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 8 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 4 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 10 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 4 | 22 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497391 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497519 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497555 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496766 | | | | | | | | | | | | |
| Unqualified | 7 | 18 | 0 | 2 | 1 | 2 | 6 | 17 | 1 | 1 | 2 | 57 |
| Withdrawn | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 7 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 11 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 26 | 1 | 3 | 1 | 3 | 7 | 20 | 1 | 1 | 2 | 72 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496834 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 2 | 0 | 1 | 1 | 3 | 2 | 0 | 0 | 0 | 14 |
| Qualified | 2 | 4 | 0 | 0 | 0 | 3 | 8 | 7 | 1 | 0 | 1 | 26 |
| Interviewed | 5 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 0 | 0 | 1 | 11 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 7 | 3 | 0 | 1 | 4 | 13 | 12 | 1 | 0 | 2 | 53 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496805 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 8 |
| Qualified | 1 | 1 | 0 | 0 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 3 | 0 | 0 | 3 | 7 | 0 | 2 | 0 | 0 | 1 | 20 |

This hire met a hiring goal.

| | |
|---------------|---------------------|
| Search Number | 496812 |
| Department | Anthropology |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Doctoral degree (or equivalent foreign degree) completed in anthropology, communication, economics, geography, human development and family sciences, sociology, or another relevant discipline by position start date.
- Teaching experience or demonstrated capacity to teach courses with documentation of a commitment to teaching.
- A strong record of scholarly productivity in the area of Social Aspects of Ethnic and Racial Health Disparities.
- The ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the Department and College.
- Effective communication skills (both written and oral).

PREFERRED QUALIFICATIONS

- Demonstrated history of or potential for external research funding.
- Experience teaching courses relevant to health disparities.
- Demonstrated experience and commitment to teaching and/or mentoring a diverse student population.
- Ability to engage productively with faculty across disciplines.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Chronicle of Higher Ed
- Indeed.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|-----------|----------|----------|----------|-----------|-----------|----------|----------|------------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496812 | | | | | | | | | | | | |
| Unqualified | 12 | 27 | 6 | 3 | 1 | 3 | 22 | 46 | 1 | 4 | 86 | 211 |
| Qualified | 7 | 12 | 3 | 0 | 0 | 3 | 9 | 10 | 0 | 0 | 61 | 105 |
| Withdrawn | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 7 | 11 |
| Interviewed | 0 | 7 | 1 | 1 | 0 | 3 | 3 | 5 | 1 | 0 | 22 | 43 |
| Hired | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 5 |
| Grand Total | 19 | 47 | 11 | 6 | 3 | 9 | 34 | 64 | 2 | 4 | 176 | 375 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

105 Qualified applicants: 7 WM, 12 WF, 3 BM, 3 HF, 9 AM, 9 AF, 62 UU

- 7 WM, 8 WF, 1 BM, 2 HF, 1 AM, 1 AF did not have a history of or potential for external research funding.
- 2 WF, 1 BM, 1 HF, 7 AM, 3 UU did not have experience teaching courses relevant to health disparities.
- 2 WF, 1 BM, 1 AF, 54 UU did not have experience engaging productively with faculty across disciplines.
- 4 UU did not have the necessary level of research productivity in racial/ethnic health disparities needed for the position.

48 Interviewed applicants: 7 WF, 1 BM, 1 BF, 1 HM, 3 HF, 3 AM, 5 AF, 1 TM, 22 UU

- 2 WF, 1 AM, 3 AF did not demonstrate the ability to engage productively with faculty across disciplines in their job talks and presentations.
- 4 WF, 1 BM, 1 BF, 3 HF, 2 AF, 1 TM, 19 UU did not have the necessary scholarly and publication record in social aspects of ethnic/race health disparities.
- 1 AF, 1 UU did not demonstrate a history of or potential for external research funding.
- 1 AF, 1 UU did not have the necessary experience of teaching courses related to health disparities.
- 1 UU's hire date was after the end of this *Plan* year and will be discussed in the 2025 *Affirmative Action Plan*.

The 1 WF hire met a hiring goal.

The 1 BF selected had a record of public policy, community education, and engagement work. She had demonstrated the necessary level of scholarly productivity in Social Aspects of Ethnic and Racial Health Disparities with a specific focus on racism.

The 1 HM selected met all criteria and presented a strong program of research on racial/ethnic health disparities. He demonstrated potential in teaching classes needed within HDFS and communicated his commitment to meeting advising needs for HDFS undergraduate and graduate students. His prior work demonstrated his commitment to promoting diversity in his work.

The 1 AF selected had experience in health geography theories and concepts and quantitative methods including both aspatial and spatial techniques. She had worked with Latinx and Black populations/communities. Her experience working collaboratively would allow her to work with faculty across disciplines. She had a history and potential of research funding and had written publications in the field. She had experience in teaching a variety of courses ranging from health geography courses, courses on racial disparity, and methodological courses on GIS, spatial analysis, and CBPR. She also had experience of teaching courses related to health disparities and a variety of other courses.

The 1 AF selected had an extensive publication record, a DEI focus, and was Primary Investigator on an NIH grant. She had a programmatic research agenda and grant history. She also communicated how she would engage with faculty across disciplines.

| | |
|---------------|-------------------------------|
| Search Number | 495577 |
| Department | Human Dev and Family Sciences |
| Title | Assistant Professor |

Minimum Qualifications

- A strong record of scholarly productivity in the area of Black families.
- Doctoral degree (or equivalent foreign degree) completed in Human Development and Family Sciences, Africana Studies, Psychology, Sociology, or other relevant discipline by position start date.
- Effective communication skills (both written and oral).
- Teaching experience or demonstrated capacity to teach courses with documentation of a commitment to teaching.
- The ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the department and the institute.

Preferred Qualifications

- Ability to engage productively with faculty across disciplines.

- Demonstrated experience and commitment to teaching and/or mentoring a diverse student population.
- Demonstrated history of or potential for external research funding.
- Experience teaching courses relevant to Black families, family processes and roles, culture, race, racism and healing, intersectional analysis of Black family experiences, and/or Black communities.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Academic Jobs Online
- SSEA (Society for the Study of Emerging Adulthood)
- SRCD Latino Caucus
- InCHIP website/listserv
- Cupid listserv
- Zero to Three website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495577 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 1 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 1 | 11 |
| Qualified | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 3 | 4 | 10 | 0 | 2 | 0 | 3 | 0 | 0 | 1 | 23 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 1 BM, 3 BF

- 1 BM did not have experience teaching courses relevant to Black families, family processes and roles, culture, race, racism and healing, intersectional analysis of Black family experiences and/or Black communities.
- 2 BF did not provide clear evidence of research relating to Black families, family process and roles, culture, race, racism and healing, intersectional analysis of Black family experiences and/or Black communities.
- 1 BF did not provide the level of scholarly productivity around Black families necessary for the position.

6 Interviewed applicants: 1 WF, 1 BM, 3 BF, 1 HF

- 1 WF, 1 BM, 2 BF, 1 HF did not have the level of demonstrated history of or potential for external research funding necessary for the position.

The 1 BF selected spoke coherently about her research, which clearly tied to Black families, and she had a clear plan for research she could conduct at UConn. Her research fit well at UConn and was fundable with collaborative potential. She had a background in African Diaspora studies, which would assist with the joint appointment with ASI. She was familiar with both quantitative and qualitative methodologies.

| | |
|---------------|---------------------|
| Search Number | 496787 |
| Department | Public Policy |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Earned Ph.D. in public policy, economics, public administration, political science, sociology, demography, or a related field, or foreign degree equivalent (ABD candidates will be considered with the expectation that the Ph.D. is completed before the start date). Candidates already appointed at the Assistant Professor level are also encouraged to apply.
- A strong record of, or strong potential for, scholarly excellence based on quantitative social science research methods.
- Strong communication skills and the capability to teach courses in the MPA and MPP programs.
- Ability to enhance the diversity of the department (in research, teaching, or governance).

PREFERRED QUALIFICATIONS

- A record of, or demonstrated potential for, scholarly success in Urban/Social Policy.
- A record of, or strong potential for, obtaining external research support.
- Expertise with a wide array of analytical methods and tools.
- Evidence of contributions to the diversity and excellence of student learning experience through research, teaching, and/or public engagement. For instance, teaching experience that includes non-traditional, first-generation, and/or BIPOC or other historically underrepresented student populations is an asset.
- Interest in engaging with local, state, and national public service organizations in related areas of expertise.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn SPP social media
- UConn SPP website
- Publicservicecareers.org
- Job Openings for Economists
- Assoc. for Public Policy Analysis and Management
- Academy of Management
- National Association of Diversity Officers in Higher Education
- Network of Schools of Public Policy, Affairs, and Administration
- Conference of Minority Public Administrators/American Society for Public Admin
- UC Berkeley Goldman School of Public Policy Online Job System
- Assoc. for Budgeting & Financial Management
- NASPAA Diversity and Social Equity Committee listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|-----------|-----------|-----------|-----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496787 | | | | | | | | | | | | |
| Unqualified | 55 | 33 | 8 | 6 | 11 | 7 | 41 | 37 | 3 | 2 | 9 | 212 |
| Qualified | 1 | 13 | 0 | 0 | 1 | 1 | 0 | 3 | 0 | 1 | 0 | 20 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 56 | 46 | 8 | 7 | 13 | 10 | 41 | 40 | 3 | 3 | 9 | 236 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

20 Qualified applicants: 1 WM, 13 WF, 1 HM, 1 HF, 3 AF, 1 TF

- 1 WM, 3 WF, 1 HF, 1 AF did not have the necessary experience in engaging with local, state, and national public service organizations in related areas of expertise.
- 5 WF, 1 HM, 1 AF did not have expertise with a wide array of analytical methods and tools.
- 3 WF, 1 TF did not have a record of, or potential for, obtaining external research support.
- 1 WF did not have a record of, or potential for, scholarly success in Urban/Social Policy.
- 1 WF, 1 AF did not have evidence of contributions to the diversity and excellence of student learning experience through research, teaching, and/or public engagement.

4 Interviewed applicants: 1 BF, 1 HM, 2 HF

- 2 HF did not have the necessary experience or knowledge to teach advanced quantitative courses based on their job talk and sample class.

The 1 BF selected was a post-doctoral fellow at Columbia University’s Center on Poverty and Social Policy, earned a Ph.D., had a Master of Public Administration, and an undergraduate degree from the University of the West Indies in Jamaica. Her research focused on poverty, health disparities and inequities, and education and health policy with inequity and disparities intersecting with all her research areas. She was a scholar who studied disparities of policy outcomes. Her ability to apply an equity lens to multiple policy areas was a useful skill in the field and made her particularly useful across a wide range of teaching and research areas. It also made her competitive in funding opportunities and policy research. She had six peer reviewed articles in top tier journals (Demographic Research, Journal of Racial and Ethnic Health Disparities, International Migration Review, Demography) and had two articles under review. Her choice of publication outlets was remarkable. Her productivity was outstanding considering that she finished her Ph.D. a year ago. She had already engaged the policy community in several ways including writing in non-peer-reviewed outlets for the benefit of non-scholarly policy folks.

The 1 HM selected had the technical skills, e.g., quantitative methods, use of R and Python software, etc. necessary for the position. He gave a job talk where he was able to communicate technical material to a diverse audience. He connected well with students and had expressed a desire to be in an interdisciplinary program that really valued diversity in all its forms. He also had the necessary quantitative skills.

| | |
|---------------|-------------------------------|
| Search Number | 496878 |
| Department | Civil and Environ Engineering |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Completion of all requirements for a Ph.D. in environmental engineering, chemical engineering, civil engineering, or a related discipline by the time of appointment (equivalent foreign degrees are acceptable).
- Demonstrated potential for excellence in teaching; ability to teach environmental engineering courses.
- Demonstrated potential in establishing and undertaking successful research and scholarship.
- Demonstrated deep commitment to promoting diversity through academic and research programs.

PREFERRED QUALIFICATIONS

- Professional Engineering license or the ability and intent to obtain licensure within five years.
- Undergraduate degree in an environmental, chemical, civil, or related engineering discipline.
- Outstanding record of research and scholarship excellence.
- Demonstration of effective teaching and integrating contemporary pedagogy into instruction.
- The ability to effectively communicate and a record of public engagement.
- Demonstrated experience promoting diversity, equity, and inclusion.
- The ability to pursue collaborative opportunities with current faculty.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- The Chronicle of Higher Ed
- AEESP
- Academic Keys
- CEE Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496878 | | | | | | | | | | | | |
| Unqualified | 8 | 0 | 3 | 0 | 0 | 1 | 13 | 4 | 0 | 0 | 2 | 31 |
| Qualified | 12 | 7 | 1 | 0 | 0 | 2 | 24 | 9 | 1 | 0 | 3 | 59 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 0 | 1 | 0 | 3 | 1 | 0 | 0 | 0 | 8 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 21 | 9 | 4 | 1 | 1 | 3 | 41 | 14 | 1 | 0 | 5 | 100 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

59 Qualified applicants: 12 WM, 7 WF, 1 BM, 2 HF, 24 AM, 9 AF, 1 TM, 3 UU

- 12 WM, 5 WF, 1 BM, 2 HF, 1 AM did not demonstrate effective teaching and integrating contemporary pedagogy into instruction.
- 2 WF, 1 AF did not have the necessary record of research and scholarship.

- 23 AM, 7 AF, 1 TM, 3 UU did not demonstrate a record of public engagement.
- 1 AF did not have an undergraduate degree in environmental, chemical, civil, or related engineering discipline.

9 Interviewed applicants: 1 WM, 2 WF, 1 BF, 1 HM, 3 AM, 1 AF

- 1 WM, 1 HM, 2 AM did not demonstrate the potential to collaborate with faculty in the department based on their presentation and job talk.
- 2 WF, 1 AM, 1 AF did not have the necessary teaching experience for the position as their sample classes were not well received.

The 1 BF selected had experience collaborating with faculty to enhance existing research areas. She communicated her experience promoting diversity, teaching experience, engineering consulting experience. Her sample class received positive feedback and reviews. Her experience added a public health dimension to the department.

| | |
|---------------|---------------------|
| Search Number | 495651 |
| Department | Anthropology |
| Title | Assistant Professor |

Minimum Qualifications

- A completed Ph.D. in anthropology or related field from an accredited United States university or equivalent foreign terminal degree at the time of appointment.
- Demonstrated commitment to diversity, inclusion, and equity in higher education through research, teaching, and/or public engagement.
- Evidence of effective and innovative undergraduate and graduate teaching in higher education (or equivalent) in medical anthropology and sociocultural anthropology.
- Evidence of high-quality scholarly activity in medical anthropology and a record of publications.

Preferred Qualifications

- Engagement with critical or decolonial frameworks.
- Innovative, interdisciplinary and/or community- based approaches to research.
- Potential to advance interdisciplinary conversations with colleagues in other institutes.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Boards
- American Anthropological Association
- Society for Black Anthropologists
- Association of Latina/Latino Anthropologists
- Association of Queer Anthropology
- Society of East Asian Anthropology
- Society of Medical Anthropology
- Asociación Latinoamericana de Antropología

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495651 | | | | | | | | | | | | |
| Unqualified | 2 | 7 | 0 | 0 | 1 | 2 | 1 | 4 | 0 | 2 | 3 | 22 |
| Qualified | 2 | 17 | 0 | 0 | 0 | 0 | 1 | 4 | 2 | 1 | 2 | 29 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 29 | 0 | 0 | 2 | 2 | 2 | 8 | 2 | 4 | 6 | 59 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

29 Qualified applicants: 2 WM, 17 WF, 1 AM, 4 AF, 2 TM, 1 TF, 2 UU

- 2 WM, 2 WF, 1 AM, 3 AF, 1 TM, 1 TF, 1 UU did not provide evidence of undergraduate and graduate teaching in higher education (or equivalent) in medical anthropology and sociocultural anthropology.
- 13 WF, 1 TM, 1 UU did not provide the level of evidence of high-quality scholarly activity in medical anthropology and a record of publications required for the position.
- 2 WF, 1 AF did not provide evidence of a clear engagement with critical or decolonial frameworks.

8 Interviewed applicants: 5 WF, 1 HM, 1 TF, 1 UU

- 1 WF did not present a clear research agenda and did not present ideas on how to further develop her scholarship.
- 1 UU did not present a clear research trajectory, explain the integration of their existing research, or provide clear answers about next projects
- 1 WF's research was overly theoretical and difficult to understand and did not have the potential to advance interdisciplinary conversations with colleagues in other institutes.
- 1 WF's work overlapped with a colleague in the department, which limited the possibility to expand and complement areas of research and scholarship.
- 1 WF's research agenda was less focused on medical anthropology and global health and fit more clearly at the intersection environment, health, and multispecies debates.

- 1 WF did not provide other examples that supported her arguments in her research agenda, and her ethnography was not as rich as expected.
- 1 TF’s research and theoretical proposals were not sophisticated or novel and not relevant to the research needs of this position.

The 1 HM selected had research experience and an innovative agenda about community-based participatory approaches in Global Health. He had experience using art-based and community-based approaches, such as photovoice, to work with marginalized communities that are stigmatized, criminalized, or neglected in health care agendas. His work covered three areas of research: HIV and masculinities in southwest Colombia, emerging opioid epidemics in Latin America, and the relationship between health and invisibility in Latinx communities in the United States. The power of his community-based and art-based work was particularly noted in the assessments and discussions. He demonstrated the ability to teach and mentor students in community-based anthropological work and bringing innovative scholarship that would expand the department's efforts to offer critical and decolonial perspectives in anthropology. Furthermore, the endorsements from El Instituto and the Human Rights Institute's directors assured that his scholarship would foment interdisciplinary collaborations and conversations at UConn. Of note was his work with Latinx communities in Hartford and his idea of creating an "opioid observatory for Latin America" in collaboration among the anthropology department, El Instituto, and the Research Program on Global Health and Human Rights at the Human Rights Institute.

| | |
|---------------|-------------------------------|
| Search Number | 496792 |
| Department | Human Dev and Family Sciences |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Doctoral degree (or equivalent foreign degree) completed in human development and family sciences, psychology, sociology, or another relevant discipline by position start date.
- Teaching experience or demonstrated capacity to teach courses with documentation of a commitment to teaching.
- A strong record of scholarly productivity in Latinx families.
- The ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the Department.
- Effective communication skills (both written and oral).

PREFERRED QUALIFICATIONS

- Demonstrated history of or potential for external research funding.
- Experience teaching courses relevant to Latinx families, family processes, and/or diversity and culture.

- Demonstrated experience and commitment to teaching and/or mentoring a diverse student population.
- Ability to engage productively with faculty across disciplines.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- CHE
- HDFS website and social media
- National Latina/o Psychological Association (NLPA)
- APA Division 45 (Study of Culture, Ethnicity & Race)
- HDFS Faculty members' individual social media

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496792 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 1 | 3 | 0 | 3 | 0 | 0 | 0 | 9 |
| Qualified | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 6 | 1 | 1 | 0 | 0 | 0 | 8 |
| Hired | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 1 | 1 | 0 | 0 | 3 | 13 | 1 | 5 | 0 | 0 | 0 | 24 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 1 HM, 2 HF, 1 AF

- 1 HM, 2 HF, 1 AF did not have experience teaching courses relevant to Latinx families, family processes, and/or diversity and culture.

10 Interviewed applicants: 1 HM, 7 HF, 1 AM, 1 AF

- 6 HF, 1 AM, 1 AF did not effectively communicate a research agenda or experience teaching that was focused in Latinx families, family processes, and/or diversity and culture.

The 1 HM selected had a record of scholarly productivity in Latinx families, an ability to contribute to the excellence of the department, and effective communication skills. Furthermore, he had a history of external research funding, experience teaching courses relevant to Latinx

families, family processes, and diversity and culture. He also had experience teaching and mentoring a diverse student population, and an ability to engage productively with faculty across disciplines.

The 1 HF selected demonstrated the ability to contribute to the department and had a history of external research funding. She had a record of scholarly productivity with Latinx families, experience teaching courses relevant to Latinx families, family processes, diversity, and culture. She demonstrated the communication skills necessary for the position and the ability to engage productively with faculty across disciplines. She also had experience teaching and mentoring a diverse population.

| | |
|---------------|---------------------|
| Search Number | 497016 |
| Department | Pathobiology |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Ph.D., MD, DVM, or an equivalent terminal degree in a relevant discipline.
- Research publications in a relevant field.
- Excellent written and oral communication skills.
- Experience in – or the potential for – building an equitable and diverse scholarly environment in research, teaching, mentoring, life experiences, or service that will bolster our commitment to engagement and inclusion of culturally diverse audiences in higher education, particularly in areas of knowledge related to One Health (<https://diversity.uconn.edu/>).

PREFERRED QUALIFICATIONS

- Two or more years of postdoctoral research experience.
- Evidence of developing and submitting research fellowships or grant applications to federal funding agencies in areas of infectious diseases with a focus on One Health approaches.
- Presentations at national or international scientific meetings.
- Teaching experience, including lecturing and course development.
- Mentoring or research training experiences in areas of knowledge related to One Health.
- Use of innovative and/or interdisciplinary approaches that complement existing strengths of the Department.

Recruitment Activities Included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- American College of Veterinary Pathologists
- American Association of Veterinary Laboratory Diagnosticians
- American Veterinary Medical Association
- US Animal Health Association
- American Society for Microbiology
- American Society for Virology
- American Association of Immunologists
- Nature Jobs
- Science Careers
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497016 | | | | | | | | | | | | |
| Unqualified | 6 | 1 | 0 | 0 | 1 | 0 | 6 | 2 | 0 | 0 | 2 | 18 |
| Qualified | 11 | 7 | 4 | 0 | 4 | 1 | 15 | 2 | 0 | 0 | 1 | 45 |
| Withdrawn | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 3 | 1 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 20 | 9 | 4 | 0 | 8 | 1 | 25 | 4 | 0 | 0 | 4 | 75 |

The Unqualified applicants did not meet the minimum requirements for the job posting.

45 Qualified applicants: 11 WM, 7 WF, 4 BM, 4 HM, 1 HF, 15 AM, 2 AF, 1 UU

- 7 WM, 5 WF, 2 BM, 2 HM, 1 HF, 12 AM, 1 UU did not demonstrate evidence of developing and submitting research fellowships or grant applications for federal agencies specializing in infectious diseases with One Health approaches.
- 4 WM, 1 WF, 1 BM did not have teaching experience including lecturing and course development.
- 1 WF, 2 HM, 2 AM, 2 AF did not have experience in mentoring or research training in areas of knowledge relating to One Health.
- 1 BM, 1 AM did not demonstrate the use of innovative and/or interdisciplinary approaches that align with existing strengths of the department.

8 Interviewed applicants: 4 WM, 3 AM, 1 WF

- 1 WM was unable to start in the fall of 2023 as needed for this position.
- 1 WM, 1 AM did not have formal teaching experience, which was necessary for the position.

- 1 WM did not have effective oral communication skills based on his job talk and presentation.
- 1 WF, 2 AM did not have the necessary level of teaching experience at a higher education level as evidenced by their sample class.

The 1 WM selected for the position had experience with One Health and had numerous post-doctoral research publications. He had university level teaching experience and presented his work nationally and internationally. He also effectively communicated his skills, attributes, and experience that related to the position.

| | |
|---------------|---------------------|
| Search Number | 497092 |
| Department | Art and Art History |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- M.F.A. degree and at least two years of teaching experience beyond the graduate T.A.
- Must be familiar with a range of conceptual and technical aspects of printmaking and demonstrate a commitment to extended and interdisciplinary approaches.
- An understanding of current art issues and studio practices.
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

- Proficiency in intaglio, lithography, relief, and screen-printing techniques.
- Experience managing a print shop, and skills to provide frequent technical support for the shop.
- Candidates with additional abilities and interests in traditional drawing, working knowledge of varied digital applications (Adobe Suite, CAD for 3D printing and laser cutting), risograph, and/or letterpress are particularly encouraged to apply.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Board
- Latinos in Higher Education
- diversecreatives.com/post-jobs.php
- academicdiversitysearch.com/
- CAA
- Chronicle for Higher Education

- Inside Higher Education
- SEGD
- The Association of Asian American Professionals
- The Journal of Blacks in Higher Education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497092 | | | | | | | | | | | | |
| Unqualified | 4 | 4 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 13 | 24 |
| Qualified | 5 | 6 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 16 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 7 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 13 | 0 | 1 | 2 | 4 | 1 | 1 | 0 | 1 | 16 | 48 |

The Unqualified applicants did not meet the minimum requirements for the job posting.

16 Qualified applicants: 5 WM, 6 WF, 1 BF, 1 HF, 1 AF, 1 TF, 1 UU

- 3 WM, 5 WF, 1 BF, 1 HF, 1 TF, 1 UU portfolios did not reflect the standards necessary for the position.
- 1 WM, 1 AF did not indicate traditional printmaking skills and teaching experience on their application materials.
- 1 WM did not have experience managing a print shop, and skills needed for technical support.
- 1 WF did not indicate intaglio, lithography, relief, or screen-printing skills in their application materials.

8 Interviewed applicants: 3 WF, 1 HM, 1 HF, 1 AM, 2 UU

- 1 WF did not communicate a research vision in her job talk.
- 1 WF was not able to fully complete a timed presentation on her portfolio and research agenda.
- 1 WF did not demonstrate technical crafting skills and did not have focused practice of perceptual and inventive drawing.
- 1 HF's portfolio work did not align with the agendas of the department.
- 1 AM did not demonstrate the necessary communication skills to teach the required classes in his job talk.
- 1 UU did not understand lithographic printing and was not able to communicate objectives aligned with the goals of the university.
- 1 UU did not present or explain future research goals.

The 1 HM selected for the position demonstrated a variety of research approaches and had multiple skillsets in printmaking. His portfolio included diversified work on an international

level, and he communicated the importance of student relationships to foster portfolio growth. He had teaching experience and was able to incorporate literary elements into his portfolio, and discussed ways in which students could utilize different artistic techniques to create satisfactory work in the classroom.

| | |
|---------------|------------------------|
| Search Number | 496951 |
| Department | Psychological Sciences |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- A Ph.D. in Psychological Sciences or international equivalent by the appointment start date.
- Commitment to equity and excellence in teaching and mentoring undergraduate and graduate students within the Psychological Sciences Department and El Instituto.
- Demonstrated understanding of barriers to equitable outcomes in STEM fields.
- Demonstrated commitment to promoting diversity and inclusion through research, teaching, and/or public engagement via past actions, lived experience, or a detailed plan for future work.

PREFERRED QUALIFICATIONS

- A record of peer-reviewed publications and evidence of (or promise of) obtaining external research support.
- A vibrant research agenda centered on Afro-Latinx studies with psychological research, allowing for interdisciplinary work.
- Ability or commitment to teach an undergraduate course in support of both units' undergraduate teaching missions, including in Latinx studies.
- Record of excellence in or potential for teaching and mentoring traditionally underserved undergraduate students.
- Ability to strengthen the undergraduate research experience at UConn Hartford.
- Experience working in an urban campus setting or the understanding and knowledge of the impact of the urban setting on teaching and the student experience.

Recruitment Activities Included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Latinx Studies Association
- New England Council of Latino Studies
- Latin American Studies Association, Latinx Studies Section

- Latinos in Higher Education
- Diverse: Issues in Higher Education
- PRSA (Puerto Rican Studies Association)
- IUPLR-Inter-University Program for Latino Research

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496951 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 4 |
| Interviewed | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 2 | 2 | 1 | 0 | 0 | 1 | 0 | 7 |

The Unqualified applicants did not meet the minimum requirements for the job posting.

3 Interviewed applicants: 2 HM, 1 HF

- 1 HM did not have a research record pertaining to Afro-Latinx studies needed for the position’s interdisciplinary work.
- 1 HM’s current research interests did not align with the goals of UConn’s research initiatives and did not have the qualities needed to obtain external research and funding.

The 1 HF selected for the position had done research on microaggression, microaffirmations, innovative technology, and research methods. She was able to discuss in depth her research progress and had succeeded in obtaining eligibility for funding. Her work was beneficial to an interdisciplinary setting at UConn Hartford.

| | |
|---------------|---------------------|
| Search Number | 496976 |
| Department | Animal Science |
| Title | Assistant Professor |

Minimum Qualifications

- Ph.D. in animal science or a related area, with an emphasis on reproductive physiology. Equivalent foreign degrees are accepted.
- Demonstrated record of peer-reviewed publications from original research.
- Previous teaching or assistance with teaching experience at the university level.
- Demonstrated excellent oral and written communication and strong interpersonal skills.

Preferred Qualifications

- Experience in animal reproductive physiology research.
- Postdoctoral reproductive physiology research and grant-writing experience.
- Experience with team-oriented teaching and research.
- Demonstrated success in independently securing extramural competitive research funding.
- Ability to pursue innovative, collaborative, and/or multidisciplinary research.
- Active participation in major professional societies and meetings.
- Record of effective classroom instruction.
- Ability to integrate research into instruction.
- Demonstrated experience in undergraduate or graduate student mentoring.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Society of Animal Science job board (paid)
- Diversity Network job board
- Women in Higher Education job board
- Society for the Study of Reproduction job board
- Academic Careers
- Academic Jobs Online
- Chronicle of Higher Ed
- CAHNR and UConn Daily Digest
- American Dairy Science Association job board
- Equine Science Society job board
- Facebook, Twitter, LinkedIn posts

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496976 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 3 | 0 | 0 | 0 | 5 | 1 | 1 | 0 | 1 | 14 |
| Qualified | 1 | 1 | 2 | 0 | 3 | 2 | 2 | 0 | 0 | 0 | 0 | 11 |
| Withdrawn | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 3 | 5 | 0 | 5 | 3 | 9 | 1 | 1 | 0 | 1 | 32 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

11 Qualified applicants: 1 WM, 1 WF, 2 BM, 3 HM, 2 HF, 2 AM

- 1 WM, 1 WF, 2 BM, 2 HM, 2 AM did not have a record of effective classroom instruction.
- 1 HM did not have active participation in major professional societies and meetings.
- 2 HF did not have demonstrated success in independently securing extramural competitive research funding.

5 Interviewed applicants: 1 WM, 1 HM, 1 HF, 2 AM

- 1 WM, 1 HM, 2 AM did not have a research record in reproductive physiology that was necessary for the position.

The 1 HF selected had completed postdoctoral training, several visiting postdoctoral/scientist positions, and a faculty position as a Research Assistant Professor. Her research area was relevant to reproductive physiology, filled an important niche in the field, and was in a promising area for federal (NIH and USDA) funding. She had current federal grant funding from the USDA and an internal research grant as a Primary Investigator, demonstrating her grantsmanship. She also had thirty-four scientific publications in peer-reviewed journals since 2007, including eight as first author and one as corresponding author. She had given thirteen invited talks, including seven international talks. She taught two laboratory-based courses at UMass and lectured and served as a teaching assistant in twelve other courses. She was an active mentor for graduate students and undergraduate researchers. She was the co-founder and co-organizer of ReproSeminars, an international series of online seminars focused on Biology of Reproduction for Latinos, presented in Spanish. Additionally, she was an active reviewer for scientific journals, the USDA/NIFA Animal Reproduction panel, and several other scientific organizations. During the interview, she presented a clear research seminar, proving she was an effective communicator along with a detailed research plan with appropriate funding sources identified. She also gave a clear micro-lecture and engaged the undergraduate students.

| | |
|---------------|----------------------------------|
| Search Number | 495767 |
| Department | Agriculture, Health, Natural Rcs |
| Title | Assistant Professor |

Minimum Qualifications

- An earned doctorate or equivalent foreign degree in Nutritional Science, Food Science, Animal Science, Poultry Science, or a related field by the time of appointment.
- Assistant Professor – A successful record of scholarly productivity. Excellence in teaching, research, and scholarship appropriate to rank. Consideration of appointment and rank (tenure-track or in-residence and assistant, associate, full professor) will be commensurate with qualifications and experience.

- Associate Professor – Substantial contribution to the advancement of knowledge in their field. Excellence in teaching, research, and scholarship appropriate to rank. Consideration of appointment and rank (tenure-track or in-residence and assistant, associate, full professor) will be commensurate with qualifications and experience.
- Professor – Superior ability as a capable, mature teacher, and recognized scholar. Excellence in teaching, research, and scholarship appropriate to rank. Consideration of appointment and rank (tenure-track or in-residence and assistant, associate, full professor) will be commensurate with qualifications and experience.
- Demonstrated potential for establishing an independent, extramurally funded research program in the applicant’s area of expertise.
- Established potential in technology commercialization and entrepreneurship.
- Demonstrable ability to teach and mentor undergraduate and graduate students.
- Effective oral and written communication and interpersonal skills.
- Demonstrated record of promoting diversity in research, teaching, or entrepreneurial programs.

Preferred Qualifications

- Proven success in establishing industry-academia collaboration, technology licensing and commercialization, and venture capital development and start-up company formation.
- Experience in building successful interdisciplinary collaborative teams.
- Demonstrated excellence in teaching courses and/or leading programs in technology innovation and entrepreneurship.
- Demonstrated excellence in mentoring student/faculty entrepreneurs.
- Excellence in public communication and engagement.
- Excellence in research in the applicant’s area of expertise, as evidenced by peer-reviewed publications and success in securing research funding.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AfricanAmericanJobsite
- AsianAmericanJobsite
- HispanicJobsite
- Jobs4Women
- VeteranJobSite
- LinkedIn Jobs,
- Indeed
- Glassdoor
- Institute of Food Technologists
- ACS C&EN

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495767 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 2 | 0 | 0 | 0 | 5 | 2 | 1 | 0 | 1 | 15 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 1 | 2 | 0 | 0 | 0 | 7 | 2 | 1 | 0 | 1 | 17 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 2 AM

- 1 AM did not have experience teaching the level of courses and/or leading programs in technology innovation and entrepreneurship required for the position.

The 1 AM had experience in securing SBIR grants from federal sources. He held multiple patents for inventions and had established a start-up company. He had conducted entrepreneurial research in an academic setting, and communicated well, thereby demonstrating that he could be an effective teacher.

| | |
|---------------|---------------------|
| Search Number | 495864 |
| Department | Animal Science |
| Title | Assistant Professor |

Minimum Qualifications

- A demonstrated record of peer-reviewed publications from original research is required.
- Candidates must have a Ph.D. in Meat Science, Food Science, or Animal Science, with an emphasis in meat chemistry. Equivalent foreign degrees are accepted.
- Candidates must have demonstrated excellent skills in oral and written communication and strong interpersonal skills with a commitment to promoting diversity through academic and research programs.
- Candidates must have teaching experience or have assisted with teaching at the university level.

Preferred Qualifications

- Ability to integrate research technology into instruction.
- Ability to pursue innovative, collaborative, and/or multidisciplinary research.
- Active participation in major professional societies and meetings.
- Candidates with postdoctoral meat chemistry research and grant-writing experience.

- Demonstrated experience in graduate student mentoring.
- Demonstrated success in securing both extramural and independent competitive research funding.
- Experience in meat science research topics aimed at improving meat quality, including postmortem processing technologies, product development, value-added meat, packaging, and sensory evaluation.
- Experience with teaching research methodologies in both classroom and laboratory settings.
- Experience with team-oriented teaching and research.
- Record of effective classroom instruction.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- The Chronicle of Higher Education
- Diversity Network
- Women in Higher Education (WIHE)
- American Society of Animal Science (asas.org)
- Institute of Food Technologists (IFT)
- American Meat Science Association (AMSA)
- Academic Careers
- Academic Jobs Online
- Distribute to ASAS Dept. Head Listserv
- Post to Department of Animal Science Website
- Multistate groups
- Association for Institutional Research
- Biology Jobs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 495864 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 4 |
| Interviewed | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 2 | 1 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 7 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 BM, 1 AM

- 1 BM did not have a record of peer-reviewed publications from original research required for the position.

The 1 AM selected had a record of publication (nine first-authored papers) and conducted more editorial duties than peers at his stage of graduate training (fourth year PhD student). He demonstrated the necessary communication skills in the seminar and meetings. He had experience as a teaching assistant. He also understood the value and details of the pursuit of external funding. His research areas were in-line with the needs of the department and allowed him to pursue collaborative efforts.

| | |
|---------------|--------------------------------|
| Search Number | 496832 |
| Department | Operations and Info Management |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Earned Ph.D. in operations management or related field expected by the start date of the appointment. Equivalent foreign degrees are acceptable.
- A strong or emerging record of scholarly productivity in operations management, business analytics, or other related focuses of the Department.
- Promise and commitment to excellence in teaching supported by evidence of superior classroom performance.
- Effective communication skills.
- A deep commitment to promoting diversity through their academic and research programs and the ability to contribute through research, teaching, and public engagement to the diversity and excellence of the learning experience.
- Applicants at higher ranks should possess an excellent record of research, teaching performance, and involvement in undergraduate, graduate, and doctoral education, commensurate with the rank they are seeking.

PREFERRED QUALIFICATIONS

- Applicants at the rank of Associate Professor should have a record of contribution through research, teaching, and public engagement to the diversity and excellence of the learning experience and evidence of service to the university, the field, or the profession through leadership in professional organizations, editorial activities, and successful involvement in undergraduate and/or graduate curriculum development.
- Expertise in supply chain management or related areas.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO
- Chronicle of Higher Ed
- PhD Project Job Board
- INFORMS
- Production and Operations Management Society

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496832 | | | | | | | | | | | | |
| Unqualified | 28 | 2 | 2 | 0 | 1 | 3 | 27 | 17 | 1 | 0 | 9 | 90 |
| Qualified | 3 | 1 | 0 | 0 | 0 | 0 | 6 | 3 | 0 | 0 | 2 | 15 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 5 | 6 | 0 | 0 | 0 | 13 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 33 | 4 | 2 | 0 | 1 | 3 | 39 | 26 | 1 | 0 | 11 | 120 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

15 Qualified applicants: 3 WM, 1 WF, 6 AM, 3 AF, 2 UU

- 3 WM, 1 WF, 6 AM, 3 AF, 2 UU did not provide evidence of service to the university, the field, or the profession through leadership in professional organizations, editorial activities, and successful involvement in undergraduate and/or graduate curriculum development.

14 Interviewed applicants: 1 WM, 1 WF, 6 AM, 6 AF

- 1 WM communicated that he was looking for a tenured position, not an Assistant Professor level, which is tenure track but not yet tenured.
- 1 WF, 4 AM, 5 AF did not have the research profile, based on a weighted publication record, at the level needed for the position.
- 1 AM, 1 AF did not have the research and teaching profile necessary for the position based on their job talks and presentations.

The 1 AM selected had the research and teaching profile necessary for the position. His research and teaching interests in Supply Chain and Fintech aligned with the departmental needs. He provided evidence of service to the university and the profession by participating in professional organizations and was involved in curriculum development.

| | |
|---------------|------------------------|
| Search Number | 496843 |
| Department | Pharmaceutical Science |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- The successful candidate must hold a Ph.D. degree in medicinal chemistry, chemistry, biochemistry, or a related field from an accredited institution.
- The candidate is expected to continue, or show clear potential for, developing a strong, extramurally funded research program within the broad area of medicinal chemistry.
- The candidate should have the expertise to teach in both the graduate curriculum of the Medicinal Chemistry program and in the PharmD curriculum.
- The position requires excellent written and oral communication skills.
- The successful candidate will have a deep commitment to promoting diversity through their academic and research programs.

PREFERRED QUALIFICATIONS

- Preferred areas of research focus include drug discovery and development (small molecule, macromolecule, or natural products) and structural biology.
- At least one year of postdoctoral experience in an academic, industrial, or similar position is recommended.
- Candidates with demonstrated scholarly productivity are preferred. With a renewed emphasis on a multidisciplinary approach to research in the Pharmaceutical Sciences Department, the ability to establish research collaborations with other faculty members in the Department is highly desired.
- Candidates with strong interpersonal skills and the demonstrated ability to work in a team environment are preferred.
- Candidates with a commitment to effective teaching, through novel teaching methods and integrating technology into instruction, are recommended.
- Preferred candidates should have the ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

Recruiting activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Academic Jobs Online
- UConn HR Website
- Higheredjobs.com
- C&EN online
- Academic Keys
- AACP
- Department faculty networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496843 | | | | | | | | | | | | |
| Unqualified | 8 | 1 | 2 | 0 | 1 | 0 | 13 | 2 | 0 | 0 | 3 | 30 |
| Qualified | 3 | 1 | 1 | 0 | 0 | 0 | 12 | 0 | 0 | 0 | 0 | 17 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 4 | 0 | 1 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 9 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 16 | 2 | 4 | 0 | 1 | 0 | 31 | 2 | 0 | 0 | 3 | 59 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

17 Qualified applicants: 3 WM, 1 WF, 1 BM, 12 AM

- 3 WM, 1 WF, 1 BM, 12 AM did not provide evidence of the preferred experience in drug discovery and structural biology research.

11 Interviewed applicants: 4 WM, 6 AM, 1 BM

- 1 WM did not demonstrate the independent research skillsets necessary for the position based on his job talk and proposed research agenda.
- 1 WM did not communicate clear teaching approaches or fully answer roundtable questions. His research was underdeveloped and unaligned with current department interests.
- 1 WM's research was not aligned with the department's and other faculty members' interests.
- 1 WM did not have developed research necessary to acquire external funding.
- 1 BM did not demonstrate the necessary publication history and his research did not demonstrate the qualities needed for external funding.
- 1 AM did not have research related to medicinal chemistry as needed for this position.

- 1 AM did not possess research qualities associated with the position. He was not able to fully answer roundtable questions, and it was clear his research needed remediation.
- 1 AM did not offer complimentary research approaches to the department’s current interests and future initiatives.
- 1 AM did not display qualities necessary to acquire external funding as his research was underdeveloped.
- 1 AM was offered and declined the position.

The 1 AM selected demonstrated his ability to collaborate in a variety of research, utilizing various research approaches. He had a record of publications and specific training in small-molecule design techniques with possibilities for collaboration with internal and external colleagues. His responses and presentation proved his understanding of the PharmD and PhD program, making him qualified to teach within the department as well. His depth of research, research skills, and experience in multiple disciplines within the pharmaceutical and bio-chemistry fields qualified him for this position.

| | |
|---------------|------------------------|
| Search Number | 496883 |
| Department | Mechanical Engineering |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Doctorate in Mechanical Engineering, Aerospace Engineering, or a closely related discipline by the time of appointment.
- Strong background and research interests in at least one of the areas identified above.
- A record of or demonstrated potential for scholarship and to establish a successful, externally funded research program.
- A proven record of commitment to excellence in teaching.
- Commitment to provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests; as demonstrated through research, teaching, and/or public engagement. Equivalent foreign degrees are acceptable.

PREFERRED QUALIFICATIONS

- Demonstrated outstanding scholarly contributions in research.
- Passion for engineering education.
- Experience in developing research grant applications to funding agencies.
- Experience in conducting research in a competitive interdisciplinary research environment.

Recruiting activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496883 | | | | | | | | | | | | |
| Unqualified | 28 | 5 | 2 | 0 | 1 | 0 | 48 | 6 | 0 | 0 | 10 | 100 |
| Qualified | 3 | 0 | 0 | 0 | 1 | 0 | 7 | 0 | 0 | 0 | 0 | 11 |
| Interviewed | 5 | 2 | 0 | 0 | 0 | 1 | 4 | 0 | 0 | 0 | 2 | 14 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 37 | 7 | 2 | 0 | 2 | 1 | 60 | 6 | 0 | 0 | 12 | 127 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

11 Qualified applicants: 3 WM, 1 HM, 7 AM

- 2 WM, 4 AM did not meet the preferred qualification of outstanding contribution to scholarly research.
- 1 HM did not meet the preferred qualification of research in a competitive interdisciplinary research field.
- 1 WM, 3 AM did not meet the preferred qualification of experience in developing grant research applications to funding agencies.

16 Interviewed applicants: 6 WM, 2 WF, 1 HF, 5 AM, 2 UU

- 1 WM declined the offer of employment.
- 1 WM did not have experience in developing research grant applications to funding agencies.
- 3 WM, 1 WF, 3 AM, 2 UU did not have experience in conducting research in a competitive interdisciplinary research environment.
- 1 WM, 1 WF, 1 HF, 1 AM did not have demonstrated potential for scholarship or to establish a successful, externally funded research program.

The 1 AM selected had knowledge of multiple disciplines in the engineering field, including computational fluid dynamics, complex wall-bounded flows, and aerodynamics/hypersonic. He was able to demonstrate an ability to potentially establish external research funding. He was able

to communicate his scholarly and research contributions to his specific interests and demonstrated an ability to effectively teach in the mechanical engineering department.

| | |
|---------------|---------------------|
| Search Number | 496940 |
| Department | Music |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Earned doctorate in a relevant field of music by the start date of the appointment (August 23, 2023).
- Documented experience and accomplishments with collegiate athletic bands.
- Demonstrated success in college-level teaching.
- The ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

PREFERRED QUALIFICATIONS

- Experience with directing and supporting student leaders across the instructional and organizational arms of an Athletic Band Program.
- Experience with providing year-round administrative leadership to an athletic band program that includes student recruiting, hiring of instructional support staff, creative show development, selecting musical repertoire, coordinating early housing arrival, and developing performance schedules.
- Experience with creating drill designs, and/or musical arrangements.
- Experience as a collaborator with athletic, marketing, and operation departments to coordinate game-day logistics, stadium/arena access, and event planning.
- Experience in working directly with university offices to advance initiatives around diversity, inclusion, and accessibility.
- Experience with developing and implementing systematic recruitment activities that include but are not limited to off-campus high school visitations, on-campus clinics and workshops for area high school directors and students and conducting at honors and all-state festivals.
- Demonstrated success in wind band conducting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- College Music Society
- The Chronicle of Higher Education
- Higher Ed Jobs
- College Band Directors National Association
- Women Band Directors Association
- Association of Black Women Band Directors
- Minority Band Directors National Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496940 | | | | | | | | | | | | |
| Unqualified | 6 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 10 |
| Qualified | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 1 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 19 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 1 WM, 1 BM

- 1 WM, 1 BM did not have experience with developing and implementing systematic recruitment activities including off-campus high school visitations, on-campus clinics and workshops for area high school directors and students and conducting at honors and all-state festivals.

6 Interviewed applicants: 4 WM, 1 WF, 1 AM

- 4 WM did not have experience in working directly with university offices to advance initiatives around diversity, inclusion, and accessibility.
- 1 WF's responses to interview questions showed that she did not have the experience in developing and implementing systematic recruitment activities necessary for the position.

The 1 AM selected had experience providing year-round administrative leadership to an athletic band program that included student recruiting, hiring of instructional support staff, creative show development, selecting musical repertoire, coordinating early housing arrival, and developing performance schedules. He had experience as a collaborator with athletic, marketing, and operation departments to coordinate game-day logistics, stadium/arena access, and event planning. He had demonstrated experience working directly with university offices to advance initiatives around diversity, inclusion, and accessibility. He had experience with developing and implementing systematic recruitment activities that include but are not limited to off-campus

high school visitations, on-campus clinics and workshops for area high school directors and students and conducting at honors and all-state festivals.

| | |
|---------------|-------------------------------|
| Search Number | 496955 |
| Department | Speech, Lang, and Hearing Sci |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Ph.D. or Sc.D. in SLHS or a related field or international equivalent by appointment start date.
- A record of quality research in hearing and/or vestibular sciences, including the potential to develop and operate an externally funded research program.
- Commitment to the clinical mission of the Department.
- Commitment to promoting diversity, equity, inclusion, and social justice in the profession, in academia, and in the community.
- Strong interpersonal, written, and verbal communication skills.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Faculty will send to colleagues at other universities.
- ASHA, CAPCSD, CSHA, email to academic program in Speech Language and Hearing Sciences field across the country, National Black Association for Speech Pathology

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496955 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 4 | 0 | 0 | 1 | 0 | 6 | 2 | 0 | 0 | 0 | 14 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Interviewed applicants: 1 WM, 2 WF, 3 AM, 1 AF

- 1 WM did not have a clinical background in hearing or vestibular sciences.

- 1 WF did not have a competitive funding history.
- 1 WF did not have research aligned with the department programs based on her job talk and presentation.
- 1 AM did not have the necessary teaching experience for an assistant professor position.
- 1 AM did not have sustainable research needed for tenure in the program.
- 1 AF did not have a completed dissertation, indicating they would not have a PhD by the appointment start date.

The 1 AM selected had a history of clinical development in his research. He was able to demonstrate that his research interests aligned with the department. The candidate was able to discuss his time spent working with students and faculty from underrepresented backgrounds, and an ability to diversify this field of study. He was able to articulate his experience working as a teacher, and his ability to work with students.

| | |
|---------------|-------------------------------|
| Search Number | 496988 |
| Department | Natural Resources and Environ |
| Title | Assistant Professor |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496988 | | | | | | | | | | | | |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

The 1 AM selected without a full search comes from an assistant professor in residence program with a background in the Eversource Energy Center, VPRES, and CAHNR/NRE. The candidate had a research team of undergraduate, graduate, and post-doctoral scholars collaborating with him on various projects, such as his Remote Sensing and Geospatial Data Analytics graduate certificate program. His work met the university needs through projects, research, and teaching he has done, which had been funded through a USDA grant and other grants/scholarships. He has multiple accolades and awards for his research, and therefore fits this position in the department. He had also launched an online entrepreneurial graduate certificate in Remote Sensing and Geospatial Data Analytics and serves as Director of that program. He was NRE's representative on the faculty group overseeing the new MS in Data Science. He had developed several online graduate courses with CETL for these ventures and his teaching was central to the success of these online programs.

| | |
|---------------|---------------------|
| Search Number | 496990 |
| Department | Animal Science |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Ph.D. in animal science or a related area, with an emphasis on animal nutrition. Equivalent foreign degrees are accepted.
- Demonstrated record of peer-reviewed publications from original research.
- Previously taught or assisted with teaching at the university level.
- Demonstrated excellent oral and written communication and strong interpersonal skills.

PREFERRED QUALIFICATIONS

- Experience in animal nutrition research.
- Postdoctoral and grant-writing experience.
- Experience with team-oriented teaching and research.
- Demonstrated success in independently securing extramural competitive research funding.
- Ability to pursue innovative, collaborative, and/or multidisciplinary research.
- Active participation in major professional societies and meetings.
- Record of effective classroom instruction.
- Ability to integrate research into instruction.
- Demonstrated experience in undergraduate or graduate student mentoring.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Society of Animal Science job board
- Poultry Science Association
- Diversity Network job board
- Women in Higher Education job board
- Academic Careers
- Academic Jobs Online
- Biology Jobs job board
- Higher Ed Jobs (paid)
- American Dairy Science Association job board
- Equine Science Society job board
- Mailing to 1810 Schools
- CAHNR and UConn Daily Digest

- Facebook, Twitter, LinkedIn posts

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496990 | | | | | | | | | | | | |
| Unqualified | 5 | 0 | 6 | 0 | 3 | 0 | 7 | 4 | 1 | 0 | 1 | 27 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 1 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 3 | 7 | 0 | 8 | 0 | 9 | 4 | 1 | 0 | 1 | 39 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WF, 1 AM

- 1 WF did not meet the preferred qualification of post-doctoral and grant-writing experience.
- 1 AM did not meet the preferred qualification of team-oriented research and teaching.

9 Interviewed applicants: 1 WM, 1 WF, 1 BM, 5 HM, 1 AM

- 1 WM did not have a history of research necessary for the position and did not have grant-writing skills.
- 1 WF did not communicate clear research focuses and priorities.
- 1 BM did not have knowledge of US funding mechanisms and did not demonstrate grant-writing skills.
- 1 HM's research was not collaborative or multidisciplinary.
- 1 HM did not demonstrate independent research skills and his research activities did not align with the departmental interests.
- 2 HM did not demonstrate knowledge of the department or independent research skills.
- 1 HM did not have a developed research plan or independent research skills.

The 1 AM selected had research aligned with the department's interests and was able to articulate his strategies to students and faculty during his presentation. He had knowledge of the protocols/IACUC structure, which he discussed with faculty and students. He was informative and knowledgeable about the department's interests in livestock sustainability. This was discussed further when he articulated his experience with quantitative genetics, and statistics training with specific learning approaches. He had experience managing a research lab, and knowledge of land-grant missions. Additionally, he had teaching and learning skills applicable to teaching undergraduate and graduate students.

| | |
|---------------|--------------------------------|
| Search Number | 497030 |
| Department | Agricultural and Resource Econ |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Ph.D. in agricultural and resource economics (or related field) or economics. The successful candidate must have completed all degree requirements by the appointment date.
- Excellent training in microeconomic theory and quantitative methods.
- Demonstrated trajectory of nationally and internationally recognized research in environmental and natural resource economics.
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

- Strong publication record and teaching experience in environmental and resource economics.
- Demonstrated ability to secure extramural grants.
- Participation in large coordinated interdisciplinary research projects for addressing social challenges.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Agricultural and Applied Economics Association
- Job Openings for Economics
- Listserv: all department heads of Agricultural and Resource Economics in the USA, including 1890 land-grant institutions.
- Hispanic and American Indians serving institutions in agriculture
- Email distribution to members of AAEA Leadership Committee on Women in Agricultural Economics
- Email distribution to members of AAEA Committee on the Opportunities and Status of Blacks in Agricultural Economics
- Personal, e-mail, and phone contacts with prominent professional agricultural economists
- econjobmarket.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497030 | | | | | | | | | | | | |
| Unqualified | 17 | 5 | 1 | 0 | 6 | 2 | 21 | 16 | 0 | 0 | 18 | 86 |
| Qualified | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 4 | 0 | 0 | 2 | 11 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 1 | 3 | 1 | 0 | 1 | 0 | 4 | 2 | 0 | 0 | 2 | 14 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 21 | 9 | 3 | 0 | 7 | 2 | 27 | 22 | 0 | 0 | 23 | 114 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

11 Qualified applicants: 3 WM, 1 BM, 1 AM, 4 AF, 2 UU

- 3 WM, 1 BM, 1 AM, 4 AF, 2 UU did not have the necessary level of publication record and teaching experience in environmental and resource economics.

15 Interviewed applicants: 1 WM, 3 WF, 1 BM, 1 HM, 5 AM, 2 AF, 2 UU

- 1 WM, 3 WF, 1 BM, 1 HM, 4 AM, 2 AF, 2 UU's research was not suitable to large coordinated interdisciplinary research projects for addressing social challenges.

The 1 AM selected met the preferred qualifications of the job posting. He was able to show how he had the ability to work with large groups of people on various research projects. He had the level of teaching experience in environmental economics that was needed for this position. He also had the ability to obtain extramural grants.

| | |
|---------------|---------------------|
| Search Number | 497459 |
| Department | Anthropology |
| Title | Assistant Professor |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497459 | | | | | | | | | | | | |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

The 1 AM selected without a full search came from the University of Chicago with a PhD in Anthropology. He demonstrated a history working with political and legal anthropology, which

would be integrated into subfields of study for undergraduate and graduate students in his teaching role. He had experience in international anthropology studies, specifically concerning India. His research concepts aligned with the department’s needs and interests, and he would continue to work on his upcoming novel while serving his role in the department. He had multiple publications and journal articles, which exemplified his diversified research. He had received doctoral research grants, and scholarships with other colleagues in his field of study. Additionally, he provided information regarding his experiences advising students, which he would continue to do in this position.

He was an expert in his scholarly field, he also had extensive experience teaching undergraduate students. He had taught a wide range of undergraduate courses at multiple institutions including the University of Michigan, Colorado College, and the University of Virginia. His teaching evaluations were uniformly positive with many students commenting about his engagement as a lecturer, his commitment to the students, and his accessibility and organizational skills. His teaching would fill important needs in the curriculum including an area course in South Asian Ethnography. In addition, he had the expertise and motivation to teach courses in anthropological theory at both the undergraduate and graduate level. He also had the ability to teach the Anthropology of Human Rights and Legal Anthropology which would fill needs in the curriculum while bridging offerings in the different subfields of anthropology. In his interview he indicated his sensitivity toward teaching in a classroom with diverse students and needs and presented his research in an engaging and confident manner.

| | |
|---------------|---------------------|
| Search Number | 496849 |
| Department | Philosophy |
| Title | Assistant Professor |

MINIMUM QUALIFICATIONS

- Ph.D. in philosophy, or international equivalent or closely related discipline by August 2023.
- Strong research focus on a social-oriented approach to the study of applied ethics, with competence in bioethics, health and medical ethics, environmental ethics, or ethics of technology/AI.
- Evidence of research productivity.
- Demonstrated commitment to effective and inclusive teaching with a diverse student population and demonstrated ability to teach in our strong Ph.D. program.
- The ability to contribute substantially through research, teaching, and/or public engagement to the Philosophy Department, the College of Arts & Sciences, and the University.
- The ability to foster and support diversity, inclusion, and equity through academic and research programs.

PREFERRED QUALIFICATIONS

- Demonstrated commitment to interdisciplinary or transdisciplinary work.
- Demonstrated experience with community-engaged scholarship.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Philjobs.org
- Listserv: Society for Women in Philosophy
- Listserv: Committee on the Status of Black Philosophers
- Listserv: Caribbean Philosophical Association
- Listserv: Minorities and Philosophy
- Listserv: Workshop on Gender and Philosophy
- Listserv: Feminist Ethics and Social Theory
- Listserv: Black British Studies
- Listserv: Committee on the Status of Black Philosophers
- Faculty Facebook and Twitter
- Listserv: The American Philosophical Association Committee on the Status of Black Philosophers
- Listserv: The American Philosophical Association Committee on Public Philosophy
- Listserv: The American Philosophical Association Committee on Latin American Philosophy
- Listserv: The American Philosophical Association Committee on Native American Philosophy

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496849 | | | | | | | | | | | | |
| Unqualified | 48 | 20 | 6 | 2 | 4 | 1 | 3 | 5 | 0 | 2 | 19 | 110 |
| Qualified | 7 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 12 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 5 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 10 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 55 | 28 | 6 | 3 | 5 | 3 | 3 | 7 | 0 | 3 | 21 | 134 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

12 Qualified applicants: 7 WM, 3 WF, 2 UU

- 4 WM, 3 WF did not have experience with community-engaged scholarship.
- 3 WM, 2 UU did not have experience in interdisciplinary or transdisciplinary work.

11 Interviewed applicants: 5 WF, 1 BF, 1 HM, 2 HF, 1 AF, 1 TF

- 5 WF, 1 BF, 1 HF did not have the research focus on a social-oriented approach to the study of applied ethics, with competence in bioethics, health and medical ethics, environmental ethics, or ethics of technology/AI necessary for the position.
- 1 HM did not have the focus on algorithmic injustices necessary for the position.
- 1 HF did not have a research focus on a social-oriented approach to the study of applied ethics needed for the position.
- 1 TF's research did not integrate ethical theory to the level necessary for the position.

The 1 AF selected had research focus on a social-oriented approach to the study of applied ethics needed for the position. She had publications in philosophy with specializations in ethics (with a focus on AI, Technology, and Business), Social and Political Philosophy, Feminist Philosophy, and competencies in Philosophy of Mind, Asian Philosophy, and Logic. Her overall quality of research and teaching experience met the wider teaching needs of the Philosophy Department.

| | |
|---------------|---------------------|
| Search Number | 496904 |
| Department | English |
| Title | Assistant Professor |

Minimum Qualifications

- Completion of all requirements for the Ph.D. or international equivalent in English, Comparative Literature, or a related field by the start date of employment.
- A strong record of, or demonstrated potential for, scholarly excellence in the fields of Anglophone Literature and/or British Literature.
- Experience of, or demonstrated capacity for, teaching courses in Anglophone Literature, and/or British Literature.
- Evidence of a deep commitment to supporting diversity, inclusion, and equity in a higher education setting.

Preferred Qualifications

- A record of, or demonstrated potential for, expertise in one of the following areas of focus: Young Adult Literature; ecocriticism and environmental justice; sovereignty, decoloniality, and nation; performance and media studies.
- Evidence of working with first-generation college students.

- An interest in engaging with local and/or national community organizations in relevant areas of expertise.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- MLA
- Chronicle of Higher Education
- AJO

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|-----------|-----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496904 | | | | | | | | | | | | |
| Unqualified | 5 | 3 | 1 | 1 | 0 | 0 | 0 | 2 | 2 | 0 | 4 | 18 |
| Qualified | 24 | 31 | 1 | 2 | 0 | 0 | 18 | 18 | 0 | 1 | 4 | 99 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 1 | 11 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 29 | 39 | 3 | 3 | 0 | 0 | 18 | 26 | 2 | 1 | 9 | 130 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

99 Qualified applicants: 24 WM, 31 WF, 1 BM, 2 BF, 18 AM, 18 AF, 1 TF, 4 UU

- 23 WM, 2 BF, 1 AM, 1 TF did not provide evidence of an interest in engaging with local and/or national community organizations in relevant areas of expertise.
- 1 WM, 31 WF, 16 AM, 18 AF, 4 UU did not provide evidence of working with first generation college students.
- 1 BM, 1 AM did not have a record of, or demonstrated potential for, scholarly excellence in the fields of Anglophone Literature and/or British Literature, early in research.

12 Interviewed applicants: 4 WF, 1 BM, 6 AF, 1 UU

- 2 WF, 2 AF, 1 UU did not have the level of teaching courses in Anglophone Literature, and/or British Literature necessary for the position.
- 2 WF, 1 BM, 1 AF did not demonstrate an interest in engaging with local or national community organizations in relevant areas of expertise.
- 2 AF did not articulate scholarly excellence in the fields of Anglophone Literature and/or British Literature based on their scholarly productivity.

The 1 AF selected gave a research talk that combined both critical theory and close reading (about the archival recovery and the diary of a British ship captain's diary by his wife and their "care" of their enslaved cargo and crew.) She had articles in high-ranking journals and a complete book manuscript. She had an accomplished teaching record as evidenced by a recent teaching award and could cover the range of classes needed at the Waterbury campus. She demonstrated how she would be able to contribute her expertise to the department at Waterbury and Storrs.

| | |
|---------------|---------------------|
| Search Number | 496993 |
| Department | Economics |
| Title | Assistant Professor |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 496993 | | | | | | | | | | | | |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

The 1 AF selected without a full search was a partner hire. She did research in Industrial Organization and Energy and Environmental Economics which served the interests of the department well. She had a published paper in the *American Economic Journal: Microeconomics*, a top-10 general interest journal in Economics. Her work was also in line with the department's strategic plan (Microeconomics: Environment, Energy, and/or Industrial Organization.) She was able to teach courses within the existing curriculum, including microeconomics at all levels, and undergraduate and MSQE econometric courses.

| | |
|---------------|----------------------|
| Search Number | 497164 |
| Department | Digital Media Design |
| Title | Assistant Professor |

Minimum Qualifications

- MFA or Ph.D. degree in art, design, digital media, visual communication, UX/UI fields, or equivalent.
- Teaching experience at the university level in all levels of design curriculum.

- Two years of professional experience working with current and emerging web/interactive media design development technologies, especially UI/UX design.
- Strong portfolio demonstrating professional design practice with an emphasis on web or interactive media design.
- Demonstrated expertise with HTML, CSS, and programming languages (JavaScript/Python/Processing, etc.), and/or other relevant supporting technology.
- Fluency in industry-standard interaction design software including Adobe CC, especially Illustrator, XD, and/or InDesign, Figma, and equivalent.
- Demonstrated ability to contribute to the diversity and excellence of the learning experience through innovative research, teaching, and public engagement.
- Excellent communication skills and a collaborative predisposition are essential.

Preferred Qualifications

- A record of distinguished teaching and mentoring at the undergraduate and/or graduate level, utilizing active and inclusive pedagogy.
- At least 4 years of professional art and design teaching/research experience at the university level.
- Experience with design/coding for VR, AR, interactive emerging media, and/or data visualization.
- Experience as an artist, designer, creative technologist, art director, or creative director.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Academic Keys
- HigherEd Jobs
- Chronicle of Higher Ed
- AIGA DESIGN JOBS
- National Association of Latino Arts and Cultures
- SAIC Compass
- SCAD
- SVA
- RISD

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Assistant Professor | | | | | | | | | | | | |
| 497164 | | | | | | | | | | | | |
| Unqualified | 6 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 10 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 4 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 3 | 0 | 0 | 1 | 1 | 5 | 3 | 2 | 0 | 1 | 24 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Qualified applicants: 1 WM, 2 AM, 1 TM

- 1 WM, 2 AM did not have experience as an artist, designer, creative technologist, art director, or creative director.
- 1 TM did not have at least 4 years of professional art and design teaching/research experience at the university level.

8 Interviewed applicants: 1 WM, 1 WF, 1 HM, 1 AM, 2 AF, 1 TM, 1 UU

- 1 WM, 1 HM, 1 AM, 1 TM did not have research that aligned with the position, as their focus was not web and interactive design.
- 1 WF, 1 UU did not have experience with design/coding for VR, AR, interactive emerging media, and/or data visualization.
- 1 AF was found to not have at least 4 years of professional art and design teaching/research experience at the university level during the interview.

The 1 AF selected had the research necessary for the position which indicated the potential for moving forward with tenure. She brought a unique approach and expertise in research/teaching and thought to the department. She had a background in science, technology, design, and art, along with both fine art and commercial experience.

Category 2: Faculty – Extension & Instructor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 2-Extension & Instructor | 3 | 0 | 1 | 1 | 1 | 0 | 1 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------------|----------|----|----------|--------------------------|-----------|
| 2-Extension & Instructor | Y | WM | 496506 | Asst Coop Ext Edu | 1 |
| | Y | WM | 497191 | Extension Instructor | 1 |
| | Y | AM | 496529 | Asst Coop Ext Edu | 1 |
| | N | WF | 496982 | Asst Extension Professor | 3 |
| | N | WF | 497216 | Asst Coop Ext Edu | 1 |
| | N | WF | 497343 | Asst Coop Ext Edu | 1 |
| | N | WF | 497771 | Asst Extension Professor | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 496506 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 6 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 5 | 1 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 12 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 497191 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Qualified | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 13 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 496529 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 5 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 3 | 1 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 1 | 12 |

This hire met a hiring goal.

| | |
|---------------|--------------------------|
| Search Number | 496982 |
| Department | Innovations Institute |
| Title | Asst Extension Professor |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 2-Extension & Instructor | | | | | | | | | | | | |
| 496982 | | | | | | | | | | | | |
| Hired | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

The 3 WF's selected without a full search were from The Institute for Innovation and Implementation at the University of Maryland's School of Social Work which was transitioning to the UConn School of Social Work. The Institute supports state and local governments and organizations in implementing and sustaining effective systems and clinical practices that promote system of care values and best meet the needs of children and youth involved in the public systems and their families.

| | |
|---------------|--|
| Search Number | 497216 |
| Department | Dept of Extension Middlesex |
| Title | Assistant Cooperative Extension Educator |

MINIMUM QUALIFICATIONS

- An earned Master's degree in land use planning, environmental management, environmental sciences, or related discipline and three years of on the ground experience in local land use planning for hire at the Assistant Extension Educator level.
- An earned Master's degree in land use planning, environmental management, environmental sciences, or related discipline and five or more years of experience on the

ground experience in local land use planning for consideration at the Associate Extension Educator level.

- Understanding and awareness of the local impacts of climate change and potential adaptation solutions.
- Experience obtaining and managing competitive grants.
- Demonstrated superior oral and written communication and interpersonal skills.

PREFERRED QUALIFICATIONS

- Active AICP Certification.
- Knowledge and understanding of Geographic Information Systems (GIS)/geospatial technologies.
- Local land use planning experience in Connecticut.
- Demonstrated expertise in outreach activities and program planning.
- Expertise and experience in dealing with the local impacts of climate change, preferably in New England and including impacts on vulnerable populations.
- A history of funding from state and/or federal agencies.
- A record of publishing extension and peer-reviewed research.
- A record of commitment to promoting and advancing diversity, equity, and inclusion through academic, extension, and/or research activities.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- 1890s
- OVPR
- JOE
- FACEBOOK
- INSTAGRAM
- EXTENSION LISTSERV
- Tri-Societies (ASA-CSSA-SSSA) Career Center
- Soil and Water Conservation Society
- Women in Higher Education
- 1890 Listserv- Historically Black land-grant institutions
- MANNRRS Minorities in Agriculture, Natural Resources and Related Sciences
- SACNAS, Advancing Chicanos/Hispanics & Native Americans in Science
- CLEAR Listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 497216 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 3 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WM did not demonstrate the teaching skills, plan presentation ability, or experience with outreach necessary for this program.
- 1 WF did not have the necessary ground experience with CT land use decisions, stakeholders, and organizations, and she did not present a clear plan for the future direction of the program.

The 1 WF selected had a background working with land use planning in CT. She expressed plans for the future direction of the program, had experience in areas of grant writing, outreach, and teaching. She demonstrated the interpersonal and presentation skills necessary for this role.

| | |
|---------------|--|
| Search Number | 497343 |
| Department | Department of Extension |
| Title | Assistant Cooperative Extension Educator |

MINIMUM QUALIFICATIONS

- Earned Master’s and Bachelor’s degrees in nonformal or formal education, including agricultural and extension education; food, agricultural, environmental, or health-related sciences; youth development; or associated fields.
- For consideration at the Associate position level, candidates must also have at least five years of experience as an Assistant Extension Educator or the academic equivalent and provide evidence of appropriate outreach and applied research.
- Academic coursework, professional development, or prior employment related to educational program coordination and facilitation, including planning and organization, delivery, and evaluation.
- Knowledge of teaching methods and processes appropriate for youth and adult audiences.
- Demonstrated ability to work cohesively with diverse audiences including youth, adults, and volunteers.
- Developing partnerships with other professionals and organizations to accomplish team goals.

- Proven communication skills, including writing and presentation skills.
- Computer literacy, including working knowledge of Microsoft Office Suite.
- Must be willing and able to work occasional evening and weekend hours.
- Must have reliable transportation and a valid driver’s license.
- Physical requirements: Must possess adequate physical strength, stamina, agility, and fitness to perform the required duties.

PREFERRED QUALIFICATIONS

- At least three years of experience working with K-12 youth in the areas of education, food, agriculture, environment, or health.
- At least three years of experience in managing or working with volunteers.
- Experience with integrated extension programs and the land-grant university system.
- Demonstrated experience evaluating STEM programming and disseminating related scholarship through appropriate outlets, such as conferences and journals.
- Demonstrated experience with enhancing diversity and inclusion in educational program development and implementation.
- Experience publishing peer-reviewed scholarship, extension reports, or articles in electronic media that communicate program impacts and results.
- Experience in grantsmanship, particularly obtaining progressively larger grants and/or leading medium to large multi-disciplinary, multi-functional grant-funded projects.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 497343 | | | | | | | | | | | | |
| Unqualified | 7 | 6 | 0 | 2 | 0 | 1 | 2 | 2 | 0 | 0 | 3 | 23 |
| Withdrawn | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 2 | 7 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 12 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 17 | 0 | 2 | 0 | 1 | 3 | 2 | 0 | 1 | 5 | 42 |

The unqualified applicants did not meet the minimum qualifications of the job posting.

13 Interviewed applicants: 2 WM, 8 WF, 1 AM, 1 TF, 1 UU

- 2 WM, 3 WF, 1 TF did not have the necessary level of experience in grantsmanship, particularly obtaining progressively larger grants and/or leading medium to large multi-disciplinary, multi-functional grant-funded projects.
- 1 WF, 1 AM, 1 UU did not have experience working with K-12 youth in the areas of education, food, agriculture, environment, or health.
- 2 WF were still in the process of interviewing as this search was still open at the end of the *Plan* year.
- 1 WF’s hire resulted in a promotion and reported in the 2024 Promotional Goals Analysis.

The 1 WF selected had been identified to fill the 4-H position in Windham County (Brooklyn) based on her Masters in agricultural education. She had 25 years of experience with food and agricultural literacy as an agriscience teacher for grades 9-12. She had education and community-based partnerships in the northeast region of CT. She also had experience working with volunteers in parent teacher organizations and advisory committees as well as her own 4-H experiences in livestock programming.

| | |
|---------------|--------------------------|
| Search Number | 497771 |
| Department | Innovations Institute |
| Title | Asst Extension Professor |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 497771 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF selected without a full search was from The Institute for Innovation and Implementation at the University of Maryland’s School of Social Work which was transitioning to the UConn School of Social Work. The Institute supports state and local governments and organizations in implementing and sustaining effective systems and clinical practices that promote system of care values and best meet the needs of children and youth involved in the public systems and their families.

Category 2: Clinical Faculty (New Category)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 2-Clinical Faculty | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------|----------|----|----------|------------------------------------|-----------|
| 2-Clinical Faculty | N | WF | 495494 | Asst Clinical Professor - LAW | 1 |
| | N | WF | 496932 | Assistant Clinical Professor - Law | 1 |
| | N | WF | 497006 | Clinical Instructor | 1 |
| | N | WF | 497120 | Assistant Clinical Professor | 1 |
| | N | WF | 497129 | Clinical Instructor | 5 |
| | N | HF | 497129 | Clinical Instructor | 1 |

| | |
|---------------|------------------------------------|
| Search Number | 495494 |
| Department | Law Instruction and Research |
| Title | Assistant Clinical Professor - Law |

Minimum Qualifications

- A J.D. degree from an ABA-accredited law school.
- Strong legal writing skills.
- Demonstrated ability to communicate effectively.
- Three years of legal practice experience.

Preferred Qualifications

- Experience teaching legal research and writing.
- Experience teaching law in a clinical environment or in a classroom.
- Significant legal experience, including legal writing, client interviewing, client counseling, and oral advocacy.
- Experience teaching international students.
- Enthusiasm for learning pedagogy and applying it to the LP Program.
- Demonstrated willingness to keep abreast of legal developments and to continuously improve course content.
- Demonstrated interest in and involvement with the legal writing community and/or professional organizations related to teaching legal writing, lawyering skills, or law.
- Demonstrated commitment to advancing diversity, equity, inclusion, and belonging in the legal academy and/or profession.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Ability Jobs Online
- Ability Links Online
- AALS
- Associate Dean listserv
- Bar Association listserv
- Practice Area listserv
- Law School Alumni Association Board

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Clinical Faculty | | | | | | | | | | | | |
| 495494 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Qualified | 5 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 10 |
| Interviewed | 4 | 6 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 13 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 12 | 3 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 2 | 30 |

The Unqualified applicants did not meet the minimum requirements for the job posting.

10 Qualified applicants: 5 WM, 4 WF, 1 HF

- 5 WM, 3 WF, 1 HF did not have experience teaching legal research and writing.
- 1 WF did not have demonstrated involvement with the legal writing community and/or professional organizations related to teaching legal writing, lawyering skills, or law.

14 Interviewed applicants: 4 WM, 7 WF, 1 BM, 2 UU

- 3 WM, 1 BM, 4 WF, 2 UU did not have the level of teaching law in a clinical environment or in a classroom experience necessary for the position.
- 1 WM did not demonstrate the ability to communicate effectively in his presentation and mock class.
- 2 WF did not have the legal experience, including legal writing, client interviewing, client counseling, and oral advocacy necessary for the position.

The 1 WF selected had experience teaching in NYU Law School's Lawyering program, which served as the model for UConn's Legal Practice program at UConn Law. She was a fellow leading the Human Rights Institute at Georgetown Law School, where she received both a JD

and an LLM. Her scholarship focused on issues in asylum and refugee law. Her references at both NYU and Georgetown spoke about her rapport with students, effective communication skills, ability to collaborate, and entrepreneurial capabilities.

| | |
|---------------|------------------------------------|
| Search Number | 496932 |
| Department | Law Instruction and Research |
| Title | Assistant Clinical Professor - Law |

MINIMUM QUALIFICATIONS

- A J.D. degree from an ABA-accredited law school or the equivalent Remove
- Strong academic credentials
- Fluency in English Remove
- Demonstrated ability to communicate effectively in English, in both written and verbal forms.
- 2 years of experience offering academic support and/or writing instruction in programs serving international students studying law in a US university

PREFERRED QUALIFICATIONS

- Experience teaching legal research and writing.
- Experience teaching law in a clinical environment or in a classroom
- Conversational ability in at least one language other than English Remove
- Experience teaching English as a second language (ESL) Remove
- Demonstrated enthusiasm for and/or experience with learning pedagogy, including pedagogy appropriate to learning via multiple different platforms (live, synchronous online, asynchronous online, and/or hybrid)
- Demonstrated willingness to keep abreast of legal developments and to continuously improve course content.
- Demonstrated interest in and involvement with the management and development of graduate, international and/or non-JD programs at a US law school. Remove

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Ability Jobs Online
- Ability Links Online AALS
- Associate Dean listserv
- Bar Association listserv
- Practice Area listserv

- Law School Alumni Association Board

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Clinical Faculty | | | | | | | | | | | | |
| 496932 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 9 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 4 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 2 | 14 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 1 WM, 1 WF, 1 BM, 1 BF

- 1 WM did not demonstrate effective communication in his interview and job talk and did not outline goals which aligned with the School of Law.
- 1 HF did not have teaching experience necessary for the position and did not communicate effective strategies for counseling international students.
- 1 TM did not have the necessary experience counseling and serving international students.

The 1 WF selected had experience working with and counseling international students, and effectively communicated her experience in higher education. She demonstrated her teaching skills and strategies in the classroom in the sample class she taught. Additionally, she had experience teaching in international settings, working in different countries.

| | |
|---------------|-------------------------------|
| Search Number | 497006 |
| Department | Nursing Instruct and Research |
| Title | Clinical Instructor |

MINIMUM QUALIFICATIONS

- Master's degree in nursing.
- Current Connecticut RN license (valid as of date of hire).
- Three to five years of clinical experience.
- Three or more years of experience teaching undergraduate students in clinical settings.
- Experience evaluating student performance in clinical training settings.
- Experience developing effective working relationships with hospitals, clinics, and other community partners.
- Completion of required health indicators (MMR titers, TB status, Hepatitis B, and others as required by clinical agencies) and CPR certification at the time of employment.

- Excellent communication skills and interpersonal relationship strategies.

PREFERRED QUALIFICATIONS

- Certified Nurse Educator (CNE) credentials.
- Three or more years of experience working as a medical/surgical RN.
- Experience managing and directing “group” clinical training for students in baccalaureate nursing programs.
- Experience working with students in an accelerated nursing entry program.
- Previous classroom teaching experience in an institution of higher education.
- Experience with a wide range of educational strategies, including virtual and in-person simulation.
- Current experience with direct patient care in healthcare institutions and/or community settings.
- Experience with telehealth technologies.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO
- SON websites
- SON social media
- Minority Nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Clinical Faculty | | | | | | | | | | | | |
| 497006 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 3 WF

- 1 WF was offered a different position within the department.
- 1 WF did not have experience as a qualified clinical nursing instructor. She possessed her BSN, DNP (in progress), and APRN degrees, but did not have clinical experience in her field and specialty.

The 1 WF selected for the position had clinical experience and had taught at UConn for several semesters. She was a Nurse Educator at Central Connecticut State University. She had experience as a bedside clinician, in perioperative care and surgery. She holds her BSN, and MSN which were necessary qualifications for the position.

| | |
|---------------|-------------------------------|
| Search Number | 497120 |
| Department | Speech, Lang, and Hearing Sci |
| Title | Assistant Clinical Professor |

Minimum Qualifications

- Master's degree in Speech-Language Pathology (MA/MS).
- Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) and ongoing membership in the American Speech-Language-Hearing Association.
- Current license or eligible for licensure to practice in Connecticut as a Speech-Language Pathologist, without a history of censure by the Department of Public Health.
- Three years of clinical practice and evidence of clinical education and/or supervisory experience with students.
- Deep commitment to promoting diversity through their clinical practice, other qualifications as determined necessary for the position (e.g., experience with specific patient populations, service delivery locations, specialty certification).
- Successful completion of State of CT background check.

Preferred Qualifications

- Five years of clinical practice as a speech language pathologist.
- Two or more years of clinical education and/or supervisory experience with students.
- Experience with children ages from birth to eighteen.
- Specialty areas include diagnosis and treatment of pediatric speech and language disorders (i.e., interest in developmental language disorder; social language disorders due to autism spectrum disorder).
- Familiarity with the public school system process.
- Previous teaching experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Faculty sent to colleagues at other universities.
- ASHA

- CAPCSD
- CSHA
- Email to academic program in Speech Language and Hearing Sciences field across the country
- National Black Association for Speech Pathology

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Clinical Faculty | | | | | | | | | | | | |
| 497120 | | | | | | | | | | | | |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 8 |

2 Qualified applicants: 2 WF

- 2 WF applied for the position after the interviews were completed and a candidate selected.

3 Interviewed applicants: 1 WF, 1 BF, 1 UU

- 1 BF, 1 UU did not demonstrate the level of experience needed in clinical education and/or supervisory with students based on their presentation.

The 1 WF selected demonstrated her professionalism in her presentation on the topic of clinical education and understanding of the roles of both clinical educator and student. Her clinical practice in the field of speech, language, and swallowing was evident when questioned about cases. She also had experience in interprofessional collaborative practice.

| | |
|---------------|-------------------------------|
| Search Number | 497129 |
| Department | Nursing Instruct and Research |
| Title | Clinical Instructor |

MINIMUM QUALIFICATIONS

- Master's degree in nursing.
- Current Connecticut RN license (valid as of the date of hire).
- Three to five years of clinical experience.
- Three or more years of experience teaching undergraduate students in clinical settings.
- Experience evaluating student performance in clinical training settings.
- Experience developing effective working relationships with hospitals, clinics, and other community partners.

- Completion of required health indicators (MMR titers, TB status, Hepatitis B, and others as required by clinical agencies) and CPR certification at the time of employment.
- Excellent communication skills and interpersonal relationship strategies.

PREFERRED QUALIFICATIONS

- Certified Nurse Educator (CNE) credentials.
- Three or more years of experience working as a medical/surgical RN.
- Experience managing and directing “group” clinical training for students in baccalaureate nursing programs.
- Experience working with students in an accelerated nursing entry program.
- Previous classroom teaching experience in an institution of higher education.
- Experience with a wide range of educational strategies, including virtual and in-person simulation.
- Current experience with direct patient care in healthcare institutions and/or community settings.
- Experience with telehealth technologies.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- SON website
- SON social media
- Minority Nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Clinical Faculty | | | | | | | | | | | | |
| 497129 | | | | | | | | | | | | |
| Unqualified | 0 | 8 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 11 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Grand Total | 0 | 14 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 2 | 22 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 5 WF, 1 BF, 1 HF, 1 UU

- 1 BF did not have experience teaching in the clinical setting. She was also unable to communicate how to address interpersonal collaboration with faculty and students.
- 1 UU declined an offer for employment.

The 1 WF selected for the position had 25 years of nursing experience in a hospital setting working in multiple departments, including ICU, CHF, Med-surg, and ER. She had applicable certifications which added to her experience. She had a CNL certification, Cardio-Vascular Nurse, and TAVR program analysis and implementation from Baystate medical center.

The 1 WF selected for the position had 15 years of experience as a bedside clinician, and over 10 years of critical care nursing experience. She had experience in med-surg and pediatrics and had worked as an educational instructor for a technology-driven EMR platform. She was able to discuss this in depth and her instructional experience, which also exemplified her potential scholarship opportunities. These scholarship opportunities included patient advocacy, and assistance to new graduates entering their career field, which would be advantageous to the educational benefits and outcomes of the program.

The 1 WF selected for the position possessed related experience needed to be a clinical instructor, which included instruction in med-surg, mental health, and maternity. She was a UConn and Salve Regina adjunct and had over a year of leadership as a Nursing Supervisor. She was anticipated to graduate with a DNP, and had a BSN, MSN, and AA. She was also able to demonstrate continued medical service interest, such as volunteering for cardiac and EMT services.

The 1 WF selected for the position had a faculty role and nursing education background from Drexel University. She had a BSN, MSN, NLN, and CNE. She was able to communicate her experience as a certified Holistic-Stress-Management Instructor, which also aligned with her experience in maternal/child, neonatal, adult telemetry, med-surg, and heme-onc. She had experience working as a travel nurse and a Nursing Resource and Simulation Lab Coordinator. At Drexel, had been a nurse educator and collaborated with students and faculty on didactic courses, and post-conference EBP's for patient care and student growth. She had a background utilizing inclusivity, demonstrated by her implementation of Jean Watson's Caring Theory through her instruction. She worked with students one-on-one for feedback on case studies involving diverse populations across lifespans.

The 1 WF selected for the position had ten years of clinical experience on adult-level medical units, with a focus on delirium headed by an interdisciplinary care team at Yale New Haven Health. She presented her findings on delirium from research approaches at the NICHE in 2020. She had experience as a full-time nursing instructor at Naugatuck Valley Community College. She utilized concept-based teaching, labs, lesson-plan development, and had evidence-based research approaches demonstrating her innovative lesson structures.

The 1 HF selected for the position had six years of experience in different pre-nursing, current nursing, and graduate level nursing accreditations, including her CNA, BSN, MSN, and an anticipated DNP. She demonstrated knowledge of patient/family care coordination, and had experience analyzing nursing metrics, evidence-based policy creation, and collaboration with

nurse professional development specialists. Her interdisciplinary skillset and ability to oversee successful orientation practices in the clinical setting demonstrated her qualities related to the position.

Category 2: In Residence Faculty (New Category)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 2-In Residence Faculty | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-------------------------------|----------|----|----------|----------------------------------|-----------|
| 2-In Residence Faculty | N | WM | 496865 | Assistant Professor in Residence | 1 |
| | N | WM | 496996 | Assistant Professor in Residence | 1 |
| | N | WM | 497010 | Instructor in Residence | 1 |
| | N | WM | 497338 | Assistant Professor in Residence | 1 |
| | N | WM | 497351 | Assistant Professor in Residence | 1 |
| | N | WM | 497390 | Assistant Professor in Residence | 1 |
| | N | WM | 497606 | Assistant Professor in Residence | 1 |
| | N | WM | 497734 | Asst Professor in Res | 1 |
| | N | WF | 496865 | Associate Professor in Residence | 1 |
| | N | WF | 496958 | Assistant Professor in Residence | 1 |
| | N | WF | 497023 | Assistant Professor in Residence | 1 |
| | N | WF | 497042 | Assistant Professor in Residence | 1 |
| | N | WF | 497263 | Assistant Professor in Residence | 1 |
| | N | WF | 497335 | Assistant Professor in Residence | 1 |
| | N | WF | 497387 | Instructor in Residence | 1 |
| | N | WF | 497530 | Assistant Professor in Residence | 1 |
| | N | BM | 496652 | Assistant Professor in Residence | 1 |
| | N | BF | 497186 | Assistant Professor in Residence | 1 |
| | N | HF | 497424 | Assistant Professor in Residence | 1 |
| | N | AF | 497388 | Assistant Professor in Residence | 1 |

| | |
|---------------|----------------------------------|
| Search Number | 496865 |
| Department | Computer Sci and Engineering |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- Earned a Ph.D. in computing sciences or related field by the time of appointment.
- Proven record of potential in teaching.
- Proven record of excellence in teaching computer science.
- Demonstrated commitment to promoting diversity and enhancing inclusion as proven through their academic and research programs.

PREFERRED QUALIFICATIONS

- Expertise in several areas of computer science such as introduction to programming, data-structures and algorithms, basic cyber-security, architecture, and/or system programming.
- An outstanding record of teaching and scholarship.
- Commitment to effective teaching and use of innovative techniques.
- Ability to effectively communicate with students in both large and small audiences.
- Ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Board
- CSE Website
- Indeed.com
- IEEE
- LinkedIn
- Targeted recruitment email to all community college department heads in CT and RI
- Flyers shared by faculty as multiple CS conferences

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 496865 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 3 | 2 | 0 | 0 | 0 | 0 | 10 | 1 | 0 | 0 | 1 | 17 |
| Interviewed | 7 | 1 | 0 | 0 | 0 | 0 | 9 | 3 | 0 | 1 | 0 | 21 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| Hired | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 12 | 4 | 0 | 0 | 0 | 0 | 23 | 5 | 0 | 1 | 1 | 46 |

The Unqualified applicants did not meet the minimum requirement for the job posting.

17 Qualified applicants: 3 WM, 2 WF, 10 AM, 1 AF, 1 UU

- 1 WM, 1 AM did not demonstrate in the application materials an ability to communicate with students in large and small audiences.
- 1 WM, 3 AM, 1 AF were interested in a tenure track position, not an in-residence position as this one.
- 1 WM, 1 WF, 2 AM did not have the teaching experience needed for the position.

- 1 WF, 1 UU did not indicate teaching innovation or research techniques in their application materials.
- 1 AM applied for the incorrect position and had not completed his PhD.
- 1 AM did not provide references or a teaching statement, as required by the application procedures.
- 2 AM did not have the research, teaching, or scholarship record needed for the position.

23 Interviewed applicants: 8 WM, 2 WF, 9 AM, 3 AF, 1 TF

- 1 WM chose not to pursue the position after the teaching load and salary were discussed.
- 2 WM, 3 AM, 1 TF were unable to answer questions effectively in the interview and therefore did not demonstrate the ability to effectively communicate with students in both large and small audiences.
- 1 WM was not able to commit to teaching in person on campus.
- 3 WM, 4 AM, 2 AF did not respond to interview requests.
- 1 WF, 1 AF did not demonstrate expertise in several areas of computer science such as introduction to programming, data-structures and algorithms, basic cyber-security, architecture, and/or system programming.
- 2 AM applied to the wrong position and declined their interviews.

The 1 WM selected for the position demonstrated skills and experience in CSE and was able to communicate effectively in his lecture presentation. He had knowledge in the field of cyber-security, and displayed innovative techniques used in small and large audiences. He also expressed interest and activity regarding diversity and inclusion in the learning process.

The 1 WF selected for the position demonstrated innovative teaching skills and techniques in her presentation. Her research also aligned with the goals of the department. She had knowledge and background in multiple courses within the department which she would have the ability to teach. She had teaching experience, ranging in classroom sizes from as small as fifteen students to over one hundred students.

| | |
|---------------|----------------------------------|
| Search Number | 496996 |
| Department | Kinesiology |
| Title | Assistant Professor in Residence |

Minimum Qualifications

- A doctorate in health-related field or higher education.
- A minimum of five years' experience in a relevant clinical domain.
- Demonstrated ability to work both independently and collaboratively.
- Demonstrated excellence in both verbal and written communication in educational and clinical settings.

- Eligible for PT licensure in CT.
- Previous teaching experience in an institution of higher education, demonstrating excellence in teaching.
- Record of contemporary clinical expertise in physical therapy management of individuals with musculoskeletal conditions, and/or in acute care patient populations.
- Strong commitment and value for promoting and supporting diverse and inclusive educational and research programming.

Preferred Qualifications

- A record of ongoing service to the profession of physical therapy.
- Current APTA specialist certification.
- Experience in advising students in individualized research projects, Honors Theses, or in the development of comparable student scholarly products.
- Experience in delivering post-professional physical therapist education in a residency or fellowship program.
- Experience in DPT education that includes course development, classroom, and laboratory teaching, conducting, and managing learning experiences, evaluating student achievement, and contributing to curriculum development.
- Experience in integrating technology into instruction and/or conducting online instruction.
- Experience in understanding and contributing to cultures of inclusive excellence, including working with those who have historically experienced barriers to achieving health and well-being due to their race or ethnicity, socioeconomic status, sexual orientation, disability, geographic location, or other characteristics linked to discrimination or exclusion.
- Knowledge of current accreditation/certification procedures required to meet and maintain CAPTE accreditation standards.
- Record of scholarly activity with demonstrated potential to contribute to a successful research program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Social Media
- Personal contacts- Email, phone calls, in-person at conferences
- Chronical of Higher Ed
- Higher Ed Jobs
- American Physical Therapy Association (APTA)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 496996 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 5 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 12 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 1 WM, 3 WF, 1 HF, 1 TF

- 2 WF, 1 HF, 1 TF did not demonstrate the level necessary of teaching experience in their teaching presentation.
- 1 WF did not have a record of scholarly activity with demonstrated potential to contribute to a successful research program.

The 1 WM selected had 25 years' experience in physical therapy education. He was acquainted with developing courses, advising students, including Capstone research advising, and meeting the curricular standards required by CAPTE (the accrediting organization). He had experience teaching, having earned the highest teaching award granted by his previous institution. His Doctor of Physical Therapy students had a strong track record of publication and presentation of their capstone research projects at the national level. He was a nationally recognized leader in the realm of Acute Care physical therapy management and had a track record of professional service at the national level. He was a recipient of the American Physical Therapy Associations highest service honor. He was an expert in physical therapist management of patients in the ICU and with Post-Intensive Care Syndrome. He had a publication record, authoring many position statements, clinical practice guidelines and papers with many external research collaborators in acute care physical therapy. His teaching presentation highlighted the complexities of Post-Intensive Care Syndrome and used an effective case study throughout to elevate students' understanding of the topic.

| | |
|---------------|----------------------------------|
| Search Number | 497010 |
| Department | Pathobiology |
| Title | Assistant Professor in Residence |

Minimum Qualifications

- For consideration as Assistant Professor in Residence, a Ph.D., MD, DVM, or an equivalent terminal degree in a relevant discipline such as pathobiology, microbiology, and/or immunology.

- For consideration as Instructor in Residence, a master's degree (or equivalent) in a relevant discipline such as pathobiology, microbiology, and/or immunology. Remove
- Knowledge of innovative teaching approaches in the undergraduate-level classroom, laboratory, or field instruction.
- Strong organizational and verbal/written communication skills.
- Experience with enhancing diversity and inclusion in the classroom or furthering inclusive best practices at work.

Preferred Qualifications

- Experience working with first-generation and underrepresented groups.
- Teaching experience at the college level with full-class responsibilities.
- Proficiency in advising and mentoring undergraduate students.
- Experience developing programmatic curricula, including curriculum mapping, and measuring program outcomes.
- Familiarity with marketing and program outreach techniques.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American College of Veterinary Pathologists
- American Association of Veterinary Laboratory Diagnosticians
- American Veterinary Medical Association
- US Animal Health Association
- American Society for Microbiology
- American Society for Virology
- American Association of Immunologists
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497010 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 3 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 8 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 2 WM, 3 WF

- 1 WM, 2 WF did not have experience advising and mentoring undergraduate students.
- 1 WF did not demonstrate the ability to enhance diversity and inclusion in the classroom or furthering inclusive best practices at work in her job talk and presentation.

The 1 WM selected had experience with mentoring undergraduate students. He had the necessary qualifications and experience and provided clear and detailed responses during his WebEx interview with the search committee. His in-person interview received consistently positive reviews from faculty, staff, staff, and students alike. He demonstrated the ability to enhance diversity and inclusion in the classroom or further inclusive best practices at work in his presentation lecture.

| | |
|---------------|----------------------------------|
| Search Number | 497338 |
| Department | Anthropology |
| Title | Assistant Professor in Residence |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497338 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WM selected without a full search was an archaeologist trained in the archaeology and archaeobotany of the Indigenous communities of North America. His research interests would fit the University archaeologists and his focus on Indigenous communities crosscut the research interests of several cultural anthropologist faculty. He had teaching experience in archaeology and biological aspects of anthropology to serve as the coordinator on the ANTH 1006 Introduction to Anthropology course. His teaching experience and expertise allowed him to teach ANTH 1500 Great Discoveries. He was an archaeologist, he had training as an anthropologist and was able to fill burgeoning needs in teaching introductory cultural anthropology courses like ANTH 1000 and 2000.

The candidate had taught at multiple institutions including the University of Toronto, Connecticut College, and Brown University. His teaching evaluations were uniformly positive with many students commenting about his engagement as a lecturer, his commitment to the students, and his accessibility and organizational skills. Some of his courses such as The Archaeology & History of Psychoactive Substances had proven especially popular. He had experience as a lead Teaching Assistant when he was a graduate student at the University of Toronto. There he had to manage a group of up to twenty-five teaching assistants, which proved he could manage several teaching assistants this semester. In his teaching interview, he demonstrated his sensitivity toward teaching in a classroom with diverse students and needs. He

handled difficult topics skillfully and presented his materials in an engaging and confident manner.

| | |
|---------------|----------------------------------|
| Search Number | 497351 |
| Department | Chemistry |
| Title | Assistant Professor in Residence |

Minimum Qualifications

- Applicants must have a Ph.D. in Chemistry or a closely related field.
- Demonstrated excellence and experience in teaching both lecture and laboratory courses.
- Commitment to working with a diverse student body.

Preferred Qualifications

- Knowledge of current safety practices, waste and hazard management, and experience with environmental health and safety practices.
- Experience teaching non-science major chemistry lecture courses.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO
- C&ENews online posting
- Chronicle Careers job website
- UConn Chemistry Website
- UConn Chemistry LinkedIn Account

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497351 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 0 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 1 | 11 |
| Interview | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 1 | 8 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 3 | 0 | 0 | 1 | 0 | 8 | 1 | 0 | 0 | 2 | 21 |

The Unqualified candidates did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 3 WM, 2 WF, 2 AM, 1 AF, 1 UU

- 2 WM, 1 WF did not demonstrate experience teaching non-science major chemistry lecture courses in their presentation.
- 1 WF, 2 AM, 1 AF, 1 UU did not have experience in teaching both lecture and laboratory courses evidenced by presentations and job talks.

The 1 WM selected delivered a presentation that was on point and on time. He answered questions directly and clearly and had a sense of the students he would teach in terms of balanced depth and breadth of coverage. He possessed experience in the classroom teaching non-science major chemistry lecture courses and was able to engage the audience at a level necessary for the position. Additionally, he knew the current safety practices, waste, and hazard management, and had experience with environmental health and safety practices

| | |
|---------------|----------------------------------|
| Search Number | 497390 |
| Department | History |
| Title | Assistant Professor in Residence |

Minimum Qualifications

- Ph.D. or equivalent in history.
- Specialization in early modern or modern European history.
- Demonstrated record of teaching excellence, including at least four courses as instructor of record.
- Commitment to working with a diverse student body.

Preferred Qualifications

- Research or teaching interests in one or more of the following: Race & Empire, World History, and/ or Military History.
- Record of excellence in teaching and/or mentoring first-generation, non-traditional, and BIPOC (Black, Indigenous, and People of Color) college students.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO
- H-NET
- AHA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497390 | | | | | | | | | | | | |
| Unqualified | 6 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 12 |
| Qualified | 8 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 15 | 5 | 0 | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 3 | 27 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

12 Qualified applicants: 8 WM, 3 WF, 1 UU

- 2 WM did not indicate a record of teaching, and/or mentoring first generation, non-traditional, and BIPOC (Blak, Indigenous, and People of Color) college students in their application materials.
- 2 WM, 3 WF, 1 UU did not have the level of research or teaching interests in one or more of the following: Race & Empire, World History, and/or Military History necessary for the position.
- 4 WM did not have the level of demonstrated record of teaching at least four courses as instructor of record necessary for the position.

2 Interviewed applicants: 1 WM, 1 AF

- 1 AF did not demonstrate the level of experience in teaching, and/or mentoring first generation, non-traditional, and BIPOC (Black, Indigenous, and People of Color) college students necessary for the position in her presentation.

The 1 WM selected demonstrated the ability to perform in every aspect of the position and had prize-winning research. He had a consistent teaching record in all previous positions, with a clear commitment to and understanding of first generation and BIPOC students. Additionally, he had knowledge of socialization in early modern or modern European history.

| | |
|---------------|----------------------------------|
| Search Number | 497606 |
| Department | Chemistry |
| Title | Assistant Professor in Residence |

Minimum Qualifications

- Ph.D. in chemistry or a closely related field.

- Demonstrated excellence and experience in teaching both lecture and laboratory courses.
- Demonstrate a commitment to working with a diverse student body.

Preferred Qualifications

- Knowledge of current safety practices, waste and hazard management, and experience with environmental health and safety practices.
- Experience teaching non-science major chemistry lecture courses.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- C&ENews
- HigherEdJobs.com
- The Chronical of Higher Education
- American Chemical Society- Connecticut Valley Section listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497606 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 0 | 1 | 7 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 0 | 0 | 0 | 1 | 0 | 5 | 2 | 0 | 0 | 3 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 AM

- 1 AM did not indicate knowledge of current safety practices, waste and hazard management, and experience with environmental health and safety practices in the application materials.

5 Interviewed applicants: 2 WM, 1 HM, 1 AM, 1 UU

- 1 WM declined the offer.
- 1 HM, 1 AM, 1 UU did not demonstrate the level of experience necessary for teaching non-science major chemistry lecture courses in their presentations.

The 1 WM selected gave a presentation that was on topic, and successfully demonstrated the ability to teach both lecture and laboratory courses. He had knowledge of current safety practices, waste and hazard management, and experience with environmental health and safety practices in the application materials. He also demonstrated the ability to work with a diverse student body during the presentation.

| | |
|---------------|--------------------------------|
| Search Number | 497734 |
| Department | Gladstein Fam Human Rights Ins |
| Title | Asst Professor in Res |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497734 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WM selected without a full search had been working with the Gladstein Family Human Rights Institute (HRI), the School of Engineering, and the School of Business as a Research Assistant Professor. Hired after a national search in May 2020, he was a key part of several federal research grant proposals, collaborated with colleagues in Engineering and Business on two initiatives that crossed units, and helped launch and became the director of the Human Rights Research and Data Hub, centered at the Human Rights Institute (HRI). HRI was positioned to expand the responsibilities of the Data Hub and had a need for someone to teach a robust set of classes in the Institute for which the candidate possessed methodological and topical expertise. He brought a unique orientation to understanding conflict and human rights. He was uniquely qualified to develop the research curriculum that centered quantitative approaches to understanding human rights and conflict, as well as teach topical courses on conflict and human rights. Moreover, his experience working on several datasets, and with two projects that were centerpieces of the Hub made him an ideal person to continue leading the Hub as HRI sought external funding to support new projects and undergraduate and graduate students. He also had a PhD in political science and helped launch the research hub, which drew faculty and students from across the University, as well as from Engineering and Business due to his first three years of work as a joint research assistant professor.

| | |
|---------------|----------------------------------|
| Search Number | 496958 |
| Department | Allied Health Sciences |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- Doctorate in a health-related field or higher education; or terminal degree (Master's or higher) in health-related field.
- Experience in a health-related field or in higher education.
- Teaching-related experience which demonstrates an ability to engage students effectively in small and large group settings.
- Demonstrated excellence in verbal and written communication and strong interpersonal skills.
- Demonstrated commitment to promoting diversity through teaching and research.

PREFERRED QUALIFICATIONS

- Two years' work experience in a health-related field.
- College-level teaching experience as an instructor of record, including background and expertise to teach a range of content in health-related science courses.
- Ability to build upon and/or expand the diverse curriculum within the Department of Allied Health Sciences (content area examples include but are not limited to counseling and teaching in healthcare, management, healthcare systems, bioethics, social determinants of health, community-based health, and disability).
- Experience in advising or mentoring in a healthcare or higher education setting.
- Experience in connecting with leaders in clinical, community, and other agencies.
- Demonstrated success in engaging with diverse communities, including first-generation college students and underrepresented populations, and contributing to inclusive excellence, including working with those who have historically experienced barriers to achieving health and well-being due to characteristics linked to discrimination or exclusion.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Faculty website
- Inside Higher Ed
- Diverse
- Intranet
- Job Board
- CT Academy of Nutrition and Dietetics
- AJO
- HigherEdJobs.com

- Academic Diversity Search
- Southern Regional Education Board
- National College Advising Association
- Connecticut Physician Assistant
- AOTA OT Job Link
- Minority Nurse
- Academic Keys for Health Sciences
- Association of Public & Land Grant Universities
- Asians in Higher Ed
- Blacks in Higher Ed
- Hispanics in Higher Ed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 496958 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 6 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 7 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 1 | 2 | 15 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 1 WM, 2 WF

- 1 WM, 2 WF did not have experience in advising or mentoring in a healthcare or higher education setting.

5 Interviewed applicants: 2 WF, 1 HF, 1 AM, 1 AF

- 1 WF did not demonstrate the communication skills needed for the position as she did not provide detailed responses to the interview questions.
- 1 AF did not have advising experience and her interview answers were focused on research, for a non-research position.
- 1 HF did not demonstrate an interest in or express a familiarity with the Allied health field or this position in her teaching presentation.
- 1 AM did not answer interview questions directly.

The 1 WF selected demonstrated knowledge in Allied health with a teaching presentation that had wide student/faculty engagement. She demonstrated a clear student focus, which was applicable to teaching and advising in this role. She was successful in engaging with diverse

communities, including first-generation college students and underrepresented populations, and contributing to inclusive excellence, including working with those who have historically experienced barriers to achieving health and well-being due to characteristics linked to discrimination or exclusion. Additionally, she won the CAHNR teaching award.

| | |
|---------------|----------------------------------|
| Search Number | 497023 |
| Department | Natural Resources and Environ |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- A doctoral degree at the time of appointment in environmental science, environmental studies, or a related discipline. Equivalent foreign degrees are acceptable.
- Experience in college-level instruction.
- Experience with online educational technologies and course management systems.

PREFERRED QUALIFICATIONS

- A demonstrated record of excellence in college instruction.
- Training and workshop attendance for teaching and learning pedagogical activities.
- Previous advisement/mentoring of undergraduate students.
- Published scholarship in teaching and learning.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Chronicle of Higher Education
- Minorities in Agriculture, Natural Resources and Related Sciences (MANNRRS)
- Women, People of Color, LGBTQ in Higher Education "intersectional" (one ad, three websites)
- Academic Keys
- Wiley
- HigherEdJobs
- Academic Jobs Online (AJO)
- North American Association for Environmental Education (NAAEE)
- Association for Environmental Studies and Sciences (AESS)
- US-International Association for Landscape Ecology
- National Association of University Fish and Wildlife Resources Programs (NAUFWP)
- National Association of University Forest Resources Programs (NAUFRP)
- Ecological Society of America

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497023 | | | | | | | | | | | | |
| Qualified | 6 | 6 | 4 | 1 | 1 | 0 | 3 | 5 | 0 | 0 | 2 | 28 |
| Interviewed | 2 | 5 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 9 |
| Withdrawn | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 13 | 4 | 1 | 1 | 0 | 4 | 6 | 0 | 0 | 2 | 41 |

28 Qualified applicants: 6 WM, 6 WF, 4 BM, 1 BF, 1 HM, 3 AM, 5 AF, 2 UU

- 6 WM, 4 WF, 3 BM, 1 BF, 3 AM, 5 AF, 2 UU did not indicate published scholarship in teaching and learning in their publication materials.
- 2 WF, 1 BM did not indicate a record in college instruction in their publication materials.
- 1 HM did not have previous experience in advisement/mentoring of undergraduate students.

10 Interviewed applicants: 2 WM, 6 WF, 1 AM, 1 AF

- 1 WM, 5 WF, 1 AM, 1 AF did not have the necessary experience with academic advising of undergraduate students.
- 1 WM did not have the preferred qualification of a demonstrated record in college instruction.

The 1 WF selected had experience in college-level instruction and with online educational technologies and course management systems. She went to training classes and workshops for teaching and learning pedagogical activities, and previously advised and mentored undergraduate students. Her skillset and teaching style was connected to potentially incorporating the CAHNR Strategic Vision in teaching at UConn. She had a record of using interactive and inclusive teaching strategies to promote a sense of community for all students.

| | |
|---------------|----------------------------------|
| Search Number | 497042 |
| Department | English |
| Title | Assistant Professor in Residence |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497042 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF selected without a full search demonstrated an understanding of and desire to meet the needs of first-year students in writing and literature classes. She gave a presentation to the department and was interviewed by their Executive Committee, both of whom noted her teaching mentorship in children’s literature, and her ability to collaborate with the relevant graduate student on syllabus design and class discussions to benefit the graduate student and the enrolled undergraduates. Her scholarship in children’s literature and literature of place/environment, along with her commitment to academic service were unique and a contribution to the department.

| | |
|---------------|----------------------------------|
| Search Number | 497263 |
| Department | Kinesiology |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- Doctorate in a health-related field or higher education.
- Previous teaching experience in an institution of higher education, demonstrating excellence in teaching.
- Demonstrated excellence in both verbal and written communication in educational settings.
- Demonstrated ability to work both independently and collaboratively.
- Strong commitment and value for promoting and supporting diverse and inclusive educational programming.

PREFERRED QUALIFICATIONS

- Experience in Exercise Science/Exercise Prescription education that includes course development, classroom, and laboratory teaching, conducting, and managing learning experiences, evaluating student achievement, and contributing to curriculum development.
- Experience in advising and mentoring students at the graduate level.
- A minimum of five years of experience in a relevant clinical domain.

- Demonstrated experience teaching online and the effective integration of pedagogy with educational technologies.
- Record of scholarly activity with demonstrated potential to contribute to a successful research program.
- Experience in understanding and contributing to cultures of inclusive excellence, including working with those who have historically experienced barriers to achieving health and well-being due to their race or ethnicity, socioeconomic status, sexual orientation, disability, geographic location, or other characteristics linked to discrimination or exclusion.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Higher Ed Jobs
- American college of sports med
- Social Media
- Personal Contacts- email, phone calls, in-person at conferences
- Chronicle of Higher Ed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497263 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 9 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 16 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 2 WM, 1 WF

- 1 WM, 1 WF had a pending Ph.D. for the fall of 2023, which was after the start of the position.
- 1 WM did not have experience in graduate level teaching or mentorship.

5 Interviewed applicants: 1 WM, 4 WF

- 1 WM declined the offer.
- 1 WF did not have administrative experience or a professional focus in Exercise Science.

- 1 WF did not have the level of experience in undergraduate teaching necessary for the position.
- 1 WF did not demonstrate the necessary communication skills in her presentation.

The 1 WF selected had a professional presence in both verbal and written communication. She was trained in exercise science at the doctoral and post-doctoral level, and she had experience teaching both undergraduate and graduate students. She had a record of leadership in her educational career and demonstrated vision and innovation in developing the HERO project. She articulated a focused research agenda and potential areas of collaboration in the department, and a potential for pedagogical research given the innovation of the online program.

| | |
|---------------|----------------------------------|
| Search Number | 497335 |
| Department | Psychological Sciences |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- Applicants must have a Ph.D. in Psychology, or a related field conferred by August 23, 2023.
- A commitment to excellence in teaching.
- Experience in advising or mentoring undergraduate students.
- A commitment to fostering and supporting diversity, inclusion, and equity.

Applicants must provide a teaching portfolio documenting these experiences and commitment to be considered.

PREFERRED QUALIFICATIONS

- Demonstrated ability to contribute to the diversity and excellence of the learning experience.
- Teaching expertise that complements the following instructional areas of the discipline: developmental and clinical psychology.
- Evidence of excellence in advising or mentoring undergraduates.
- Evidence of an interest in continuing previous research activity and/or an interest in the scholarship of teaching and learning as it relates to psychology.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Psychological Assoc. (APA)

- American Psychological Society (APS) Monitor
- HBCU
- HHC
- PSYC Program Heads and faculty respective Linked-In

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497335 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 7 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected had a PhD specializing in developmental psychology and twenty years of teaching experience, having taught a range of courses including Introduction to Psychology, Developmental Psychology, Personality, Psychology of Women, Research Methods, as well as smaller seminar courses. Her teaching portfolio and teaching demonstration showed active learning strategies and focus on timely and engaging topics. She had experience mentoring and advising undergraduate students and was named to the President’s Distinguished Faculty Member Program at the University of Minnesota. In this program, she mentored students from historically under-represented groups.

She had experience working with students from diverse backgrounds and had participated in a semester-long program related to Culturally Sensitive Pedagogy. There was the potential for her to lead workshops and presentations within the department, to share her expertise with others in the department and help improve the quality of the learning environment for students. She was involved in accompanying students on a trip to Atlanta for a Civil Rights Tour and provided students with learning opportunities outside of the classroom with life transformative effects. She was also able to create service-learning opportunities within her courses focused on social justice and engagement.

| | |
|---------------|----------------------------------|
| Search Number | 497387 |
| Department | Linguistics |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- For appointment at the rank of Instructor in Residence: An earned Master's degree in a related field from an accredited institution.
- For appointment at the rank of Assistant Professor in Residence: a terminal degree (Ph.D.).
- High level of proficiency in ASL.
- A minimum of one year (two semesters) experience teaching ASL at the college/university level.
- Documentation of excellence in teaching and commitment to engagement with diverse populations (e.g., from course evaluations or other evidence).

PREFERRED QUALIFICATIONS

- Documentation of either of the following:
 - ASLTA Certification
 - 4.0 or higher on the ASL Proficiency Interview (ASLPI). ASLPI Certification is preferred. Renewal after the first year will be pending the successful completion of either evaluation.
- Six academic semesters of teaching ASL at the college/university level.
- Experience teaching ASL linguistics or Deaf culture-related courses.
- Experience successfully using instructional technology, particularly Blackboard.
- Demonstrated experience with the development of ASL Deaf culture-related curriculum.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Sign Language Teachers Association (ASLTA)
- MA Listserv
- Twitter
- Facebook - MA Deaf Job Seekers Network
- Indeed
- CT Listserv
- UConn UCIS listserv
- Deaf Job Wizard
- Personal emails to colleagues at institutions with strong ASL programs/in larger Deaf communities

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497387 | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 6 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WF, 1 TF

- 1 TF declined the offer.

The 1 WF selected had several years of experience teaching ASL at the college level and was a native, fluent signer of ASL. She was experienced with various ASL and Deaf Culture related curriculum, had been involved in curriculum development and was familiar with instructional platforms such as Blackboard, and particularly GoReact. As a member of the Deaf community, and as stated in her diversity statement, she was acutely aware and committed to meeting the needs and expectations of a diverse student population including the University as a whole. Her responses to interview questions demonstrated knowledge of the program and University, offered an in depth understanding of the various challenges associated with teaching, and included her insightful perspectives of the many ways she could contribute to the program. Her teaching demonstration clearly showed evidence of effective pedagogical approaches that were both engaging and meaningful.

| | |
|---------------|----------------------------------|
| Search Number | 497530 |
| Department | Kinesiology |
| Title | Assistant Professor in Residence |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497530 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF selected without a full search had served as a postdoctoral fellow in the Korey Stringer Institute since 2020. She had worked to strengthen and develop professional relationships with corporate sponsors. These relationships have led to increased support for the InnovATe project and opportunity for community initiatives. She was a key investigator with the InnovATe project, funded by the \$1B NFLPA settlement with the NFL. She had

twenty peer-reviewed manuscripts In Press since degree date, which highlighted her capacity for professional collaboration and publications. She had teaching experience within the department due to research buyouts for other faculty as well as the increasing Exercise Science undergraduate enrollment.

| | |
|---------------|----------------------------------|
| Search Number | 496652 |
| Department | Geography |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- Ph.D. in geography or a closely related field by the start date of employment.
- Expertise in GIScience and/or applied GIS.
- An outstanding record of and commitment to effective teaching.
- Experience that demonstrates the effective integration of technology into instruction.
- A demonstrated ability to contribute to the diversity and excellence of the learning experience.
- Commitment to inclusive teaching with a diverse student population.

PREFERRED QUALIFICATIONS

- Experience teaching various levels of GIS courses for both undergraduate and graduate curriculum such as: exploratory data analysis and visualization, spatial programming (e.g., Python for GIS), spatial analysis; and network analysis.
- Experience with recruiting and advising majors.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- departmental listservs
- social media accounts

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 496652 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 0 | 0 | 0 | 0 | 4 | 3 | 0 | 0 | 2 | 11 |

| | | | | | | | | | | | | |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Interviewed | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 0 | 3 | 0 | 1 | 0 | 5 | 5 | 0 | 0 | 2 | 20 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Interviewed applicants: 2 WM, 3 BM, 1 HM, 1 AF

- 1 WM, 1 BM, 1 HM, 1 AF did not have the necessary experience teaching GIS as evidence by their teaching talk.
- 1 WM did not demonstrate the interpersonal skills required to bring in students and attract new majors to the subject area.
- 1 BM did not meet the minimum qualifications for incorporating diversity into teaching in his job talk.

The 1 BM selected was a postdoctoral fellow at Oklahoma State University. He demonstrated the necessary interpersonal skills and communicated an interest in a teaching-intensive role. He highlighted DEI during his teaching talk and expressed a desire to develop a Global Experiential Learning course in East Africa.

| | |
|---------------|----------------------------------|
| Search Number | 497186 |
| Department | English |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- Completion of all requirements for the Ph.D. in Rhetoric/Composition, English, or a closely related field by the start date of employment.
- Graduate coursework in rhetoric and composition, linguistics, and/or second language/multilingual writing.
- Experience teaching college-level writing and performing writing-center work at the post-secondary level.
- Evidence of a strong commitment to working with first-generation students, multilingual domestic and international writers, first-generation college students, and/or students from historically underserved demographics.
- Evidence of a deep commitment to supporting diversity, inclusion, and equity in a higher education setting.

PREFERRED QUALIFICATIONS

- Specialization in a subfield of writing studies and/or writing-center studies that engages cultural rhetoric, literacies, and epistemologies.
- Secondary interests and experience with multimodal composition, technical writing, professional communications, computing, and composition, and/or empirical research methods in composition.
- Experience with both in-person and online platforms for teaching and writing-center work.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO
- Chronicle of Higher Education
- Inside Higher Ed
- MLA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497186 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 9 |
| Qualified | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 2 | 3 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 9 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 11 | 0 | 2 | 1 | 1 | 1 | 2 | 0 | 0 | 3 | 28 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Qualified applicants: 2 WM, 4 WF

- 2 WM, 3 WF did not indicate secondary interests and experience with multimodal composition, technical writing, professional communications, computing, and composition, and/or empirical research methods in composition in their application materials.
- 1 WF did not have experience with both in-person and online platforms for teaching and writing-center work.

4 Interviewed applicants: 2 WF, 1 BF, 1 UU

- 1 WF did not demonstrate the communication skills necessary to teach college-level writing in her presentation and performing writing-center work at the post-secondary level.

- 1 WF did not communicate having the necessary experience for this role in her interview.
- 1 UU did not have the required writing center/program administrative experience.

The 1 BF selected had nine years of experience directing writing programs at Williams College. She had a professional background in administrative work at the writing center. She provided an example of using her communication skills in a presentation to faculty members and thoroughly answered the questions that were asked during the interview. She had experience teaching rhetoric and composition with diverse student populations at diverse institutions.

| | |
|---------------|----------------------------------|
| Search Number | 497424 |
| Department | Social Work Instruct and Rsrch |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- An MSW degree in social work is required.
- A minimum of 3 years post MSW clinical practice experience in one of the following areas: health, mental health, trauma, school social work, or child welfare.
- Administrative and/or program management experience.
- Demonstrated experience with and commitment to working with clients/communities of color.
- Experience in teaching, supervising staff, and/or providing field instruction to students.
- Demonstrated ability to work collaboratively within a team.
- A commitment to the School of Social Work’s mission of advancing knowledge and community engagement; to achieve human rights and social justice.
- Demonstrated commitment to diversity, equity, and inclusion.
- Ability to prepare the curriculum in Spanish and teach the designated courses (Micro Foundation Practice and Individuals, Groups, and Families Advanced Concentration courses) in Spanish.
- Demonstrated proficiency in speaking, reading, and writing in Spanish. Candidates must demonstrate Spanish proficiency through an exam.

PREFERRED QUALIFICATIONS

- Ph.D. is preferred.
- Prior experience in teaching in MSW programs.
- Social work practice experience in an urban environment.
- Commitment to and/or experience in promoting and fostering a learning environment supportive of individuals from diverse backgrounds.
- Demonstrated ability to integrate micro and macro perspectives and specialized practice.
- Experience in or commitment to working collaboratively within the School and across the University on multidisciplinary or inter-professional initiatives.
- Experience with, or capacity for, online and hybrid teaching.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Website
- Indeed
- LinkedIn
- Blacks in Higher Education
- Latinos in Higher Education
- Women in Higher Education
- CT NASW
- MA NASW
- NASW – National Association of Social Workers
- Council On Social Work Education
- National Association of Black Social Workers (NABSW)
- Latina Social Work Organization (LSWO)
- Society for Social Work and Research (SSWR)
- The Group for the Advancement of Doctoral Education (GADE)
- American Association of University Professors (AAUP)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497424 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 3 |

The Unqualified applicant did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 HF, 1 AF

- 1 AF did not demonstrate speaking proficiency in Spanish, which was a minimum qualification for the role.

The 1 HF selected was a fluent and native Spanish speaker. She was familiar with the UConn School of Social Work and a similar Spanish track program in another university. She provided thorough responses to interview questions, and expressed a commitment to supporting all students, including those in the LatinX community. She communicated knowledge about student advising and the needs of bilingual social workers. She had additional experience in clinical social work.

| | |
|---------------|----------------------------------|
| Search Number | 497388 |
| Department | History |
| Title | Assistant Professor in Residence |

MINIMUM QUALIFICATIONS

- Ph.D. or equivalent in history.
- Specialization in early modern or modern European history.
- Demonstrated record of teaching excellence, including at least four courses as instructor of record.
- Commitment to working with a diverse student body.

PREFERRED QUALIFICATIONS

- Research or teaching interests in one or more of the following: Race & Empire, World History, and/or Urban History.
- Experience in teaching and/or mentoring first-generation, non-traditional, and BIPOC (Black, Indigenous, and People of Color) college students.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AJO

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-In Residence Faculty | | | | | | | | | | | | |
| 497388 | | | | | | | | | | | | |
| Unqualified | 5 | 3 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 | 13 |
| Qualified | 6 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 7 | 0 | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 3 | 26 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

10 Qualified applicants: 6 WM, 3 WF, 1 HM

- 4 WM, 1 HM did not have the level of teaching experience necessary for the position.
- 2 WM did not have experience in teaching and/or mentoring first-generation, non-traditional, and BIPOC (Black, Indigenous, and People of Color) college students.

- 3 WF did not have research or teaching interests in one or more of the following: Race & Empire, World History, and/or Urban History.

2 Interviewed applicants: 1 WM, 1 AF

- 1 WM did not have the necessary level of research or teaching experience on Race & Empire outside of Europe and did not provide specific strategies for teaching and mentoring first-gen and BIPOC students.

The 1 AF selected had professional experience in European history, published research, and taught in areas related to Race & Empire and World History beyond Europe and the US. She discussed her background in teaching and mentoring first-gen and BIPOC students during the interview.

Category 3: Academic Asst

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 3-Academic Asst | 0 | 0 | 1 | 3 | 2 | 1 | 0 | 2 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------|----------|----|----------|----------------------|-----------|
| 3-Academic Asst | N | WM | 497024 | Academic Asst 1 | 1 |
| | N | WM | 497091 | Facility Scientist 3 | 1 |
| | N | WM | 497701 | Academic Asst 3 | 1 |
| | N | WF | 495961 | Academic Assistant 5 | 1 |
| | N | WF | 496588 | Academic Asst 4 | 1 |
| | N | WF | 497628 | Academic Assistant 3 | 1 |

| | |
|---------------|-------------------------------|
| Search Number | 497024 |
| Department | Connecticut Repertory Theatre |
| Title | Academic Assistant 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Academic Asst | | | | | | | | | | | | |
| 497024 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This 1 WM was selected without a full search. The Connecticut Repertory Theatre (CRT) had been trying unsuccessfully to fill the permanent Properties Manager position since the previous employee’s retirement and had been operating with a series of temporary interim appointments. The Properties Manager position required highly specialized skills which in a tight labor market and the theatre’s timeline demanding a mid-season hire limited the potential hiring pool. Due to the nature of the permanent hire timeline, the theatre would be onboarding the new Properties Manager mid-production. There were concerns about a staff transition midstream to the detriment of student safety, learning and production operations. Additionally, the current Interim Properties Manager was being headhunted by a regional theater, which would leave the CRT without a Properties Manger for the production season.

The selected candidate was a UConn theater alum, who as an undergraduate worked closely with former CRT Properties Manager. In addition to assisting on CRT productions, he served as a props manager for Nutmeg productions. When hired for the Interim role, he was able to slide seamlessly in the Manger role without disruption. His support on CRTs production of *Metamorphoses* was exemplary, he was able to collaborate, problem solve, and was responsive

to questions. He demonstrated his commitment to safety through the concerns he raised and addressed on a current production as well as in consultations on theater props safety policies and protocols writ large. He had knowledge of modern properties fabrication techniques, including 3D printing, digital fabrication, and rapid prototyping. He employed these skills with the current production, exposing students to the newer technology and saving money on production costs. He recommended multiple improvements to prop shop location, design and operations which improved efficiency, collaboration, communication, and student access. He created a positive mentoring environment for his graduate assistant and demonstrated his teaching and mentoring ability. The candidate met all the Properties Manager position qualifications.

| | |
|---------------|------------------------------|
| Search Number | 497091 |
| Department | Clean Energy Engineering Ctr |
| Title | Facility Scientist 3 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Academic Asst | | | | | | | | | | | | |
| 497091 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WM was selected without a full search. He defended his dissertation at the Department of Plant Science and Landscape at UConn and will obtain his Ph.D. degree in Agricultural Biotechnology and Genetics at the end of the Fall 2022 semester. His expertise was in sustainable energy from biomass conversion and reduction greenhouse gas emissions (CO2) from turf management with creating novel turfgrass cultivars using X-ray, Gamma-ray, and Fast-neutron radiations, ethyl-methanesulfonate chemical, and genome editing technology. He had ten published journal articles and extensive experience in using chemicals, radiations, and many other lab instruments such as PCR, High Performance Liquid Chromatography, various types of microscopes, glove boxes, centrifuges, flow cytometry, and sequencing machines. During his doctoral studies, he assisted faculty members and mentored and trained numerous undergraduate researchers, graduate students, post- postdoctoral researchers, and visiting scholars. He readily shared and transferred his knowledge and experience in biotechnology to his colleagues and peers. Furthermore, he had been communicating with the school Facility and Environmental Health and Safety departments and was trained and knowledgeable in safety standards and regulations, chemical waste generation and management, laboratory housekeeping, and safe laboratory practices. Due to the distinctive nature of the research projects in the Center, this candidate's unique expertise was vital to ensure that the Center was able to continue the projects with disruption.

| | |
|---------------|-----------------------------|
| Search Number | 497701 |
| Department | Materials Science Institute |
| Title | Academic Assistant 3 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Academic Asst | | | | | | | | | | | | |
| 497701 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WM selected without a full search as the Institute for Materials Science’s Center for Advance Microscopy and Materials Analysis (CAMMA), had conducted a full search that failed and was closed. Due to the advanced technical skills required to train several hundred students and faculty on electron microscopy equipment operations such as Transmission Electron Microscopy (TEM), Scanning Electron Microscopy (SEM), Focused Ion Beam (FIB) annually, the potential pool of qualified applicants was limited. The selected candidate had been a post-doctoral fellow in a laboratory that utilized these technologies. He had had experience with various electron microscopy equipment and had managed a facility like CAMMA. He had the ability to operate instruments in the CAMMA facility and to repair equipment. His references indicated that he had the ability to work in a team setting and with internal and external researchers, to train faculty and students to use equipment. He also had demonstrated experience to draft reports, presenting results, manage meetings, and work with diverse personnel. His hire enabled CAMMA to continue to meet student and faculty demands in the upcoming academic year.

| | |
|---------------|----------------------|
| Search Number | 495961 |
| Department | Faculty Development |
| Title | Academic Assistant 5 |

MINIMUM QUALIFICATIONS

- Earned doctoral degree.
- At least five years of demonstrated experience providing pedagogical support or serving in a faculty development role in higher education.
- Substantial experience developing and teaching college level courses.
- Experience working in collaborative team environments in higher education.
- Excellent written and oral communication skills.

PREFERRED QUALIFICATIONS

- Advanced or specialized pedagogical training.

- Demonstrated experience in a faculty development role that spans academic disciplines.
- Demonstrated experience working with faculty and students with diverse national and cultural backgrounds.
- Previous senior level experience in a strategic role in a university teaching and learning center.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- jobs.chronicle.com
- higheredjobs.com
- aacu.org/create-announcementjob-posting
- linkedin.com
- indeed.com
- diversejobs.net
- diversity.com
- insidehigher.com
- podnetwork.org/pod-network-job-postings-now-available-to-members/

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Academic Asst | | | | | | | | | | | | |
| 495961 | | | | | | | | | | | | |
| Unqualified | 8 | 13 | 1 | 3 | 0 | 0 | 0 | 6 | 0 | 0 | 7 | 38 |
| Qualified | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 7 |
| Withdrawn | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 22 | 1 | 4 | 0 | 0 | 1 | 7 | 0 | 0 | 10 | 57 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Qualified applicants: 2 WM, 2 WF, 1 AM, 1 AF, 1 UU

- 2 WM, 2 WF, 1 AM, 1 AF, 1 UU did not have advanced or specialized pedagogical training.

7 Interviewed applicants: 6 WF, 1 UU

- 4 WF, 1 UU did not provide evidence of having the necessary development experience, knowledge, and skills for this role.
- 1 WF's senior leadership experience was not in a teaching and learning center.

The 1 WF selected had a professional background related to the position. She had ten years of direct experience working as the director of a Center for Excellence in Teaching and Learning at a small private university. She demonstrated experience in a faculty development role that spanned academic disciplines. She had experience working with faculty and students with diverse national and cultural backgrounds. She demonstrated in the interview that she had all the required experience, knowledge, and skills for this position.

| | |
|---------------|----------------------|
| Search Number | 496588 |
| Department | Faculty Development |
| Title | Academic Assistant 4 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Academic Asst | | | | | | | | | | | | |
| 496588 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF selected without a full search as a partner hire of an incoming Assistant Professor. The position, the Director of Faculty Development for Life and Physical Sciences works with administrators, staff, faculty, post-doctoral teaching fellows, and teaching assistants to promote equity minded and inclusive teaching practices and improve student learning outcomes in the life sciences. This candidate had a unique combination of experience and educational qualifications. Specifically, she had a background as a research faculty member with demonstrated success in undergraduate teaching in the life/biological sciences. She was co-lead for UCLA’s programs focused on graduate student instruction enhancement with their membership in the Center for the Integration of Research, Teaching and Learning (CIRTL), an exclusive network-based organization focused on developing the next generation of STEM educators (42 member PhD producing institutions) of which UConn was a part of. Due to her background and experience, one third of her role was committed to developing out UConn programming connected to CIRTL that will benefit UConn’s TA’s and post-doctoral fellows, one third to working with CLAS faculty on course redesign for large life science courses, and one third to teaching courses connected to UConn’s Life Transformative Education initiative.

| | |
|---------------|-------------------------------|
| Search Number | 497628 |
| Department | Speech, Lang, and Hearing Sci |
| Title | Academic Assistant 3 |

MINIMUM QUALIFICATIONS

- Master's degree in Speech-Language Pathology (MA/MS).
- Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) and ongoing membership in the American Speech-Language-Hearing Association.
- Current license to practice in Connecticut as a Speech-Language Pathologist, without a history of censure by the Department of Public Health.
- Clinical experience in speech, language, cognition, and swallowing diagnoses and management across the lifespan.
- Be able to demonstrate current techniques reflecting contemporary knowledge and clinical practice in the assessment and management of speech, language, cognition, and swallowing.
- Five years of clinical experience as a licensed speech language pathologist.
- Commitment to working with a diverse population.
- Successful completion of State of CT background check.

PREFERRED QUALIFICATIONS

- Experience in outpatient and skilled nursing clinical settings.
- Experience as a clinical educator in a skilled nursing facility.
- Privileged and credentialed with the University of Connecticut Speech and Hearing Clinic.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Academic Asst | | | | | | | | | | | | |
| 497628 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WF

- 1 WF was not privileged and credentialed with the University of Connecticut Speech and Hearing Clinic, which meant that they have not gone through the process to be approved to work in this medical facility.

1 Interviewed applicant: 1 WF

The 1 WF selected demonstrated experience in outpatient and skilled nursing clinical settings. She had experience as a clinical educator in a skilled nursing facility. She also was privileged and credentialed with the University of Connecticut Speech and Hearing Clinic. She also demonstrated current techniques reflecting contemporary knowledge and clinical practice in the assessment and management of speech, language, cognition, and swallowing.

Category 3: Faculty – Admin Programs/Services

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 3-Admin Programs & Services | 0 | 0 | 4 | 13 | 3 | 9 | 3 | 4 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|---------------------------|----------|----|----------|------------------------------|-----------|
| 3-Admin Programs/Services | Y | BF | 496616 | Admin Program Support 2 | 1 |
| | Y | BF | 496732 | Admin Program Support 4 | 1 |
| | Y | BF | 496982 | Admin Program Manager 2 | 1 |
| | Y | BF | 496982 | Admin Program Support 3 | 1 |
| | Y | BF | 497615 | Senior Admin Program Support | 1 |
| | Y | BF | 497618 | Senior Admin Program Support | 1 |
| | Y | HF | 496982 | Senior Admin Program Support | 1 |
| | Y | HF | 497485 | Admin Program Support 1 | 1 |
| | Y | AF | 496982 | Admin Program Manager 2 | 1 |
| | Y | AF | 496982 | Admin Program Support 3 | 1 |
| | Y | AF | 497565 | Admin Program Support 1 | 1 |
| | N | WM | 497054 | Admin Program Manager 3 | 1 |
| | N | WM | 497617 | Admin Program Support 1 | 1 |
| | N | WF | 495643 | Admin Program Support 2 | 1 |
| | N | WF | 496802 | Admin Program Support 2 | 1 |
| | N | WF | 496809 | Admin Program Support 1 | 1 |
| | N | WF | 496919 | Admin Program Support 2 | 1 |
| | N | WF | 496922 | Admin Program Support 4 | 1 |
| | N | WF | 496956 | Admin Program Support 2 | 1 |
| | N | WF | 496982 | Admin Program Manager 2 | 1 |
| | N | WF | 496982 | Admin Program Support 3 | 3 |
| | N | WF | 496982 | Admin Program Support 4 | 2 |
| | N | WF | 496982 | Senior Admin Program Support | 4 |
| | N | WF | 496986 | Admin Program Support 1 | 1 |
| | N | WF | 496999 | Admin Program Support 2 | 1 |
| | N | WF | 497027 | Admin Program Support 2 | 1 |
| | N | WF | 497043 | Admin Program Support 2 | 1 |
| | N | WF | 497048 | Admin Program Support 3 | 1 |
| | N | WF | 497117 | Admin Program Support 1 | 1 |
| | N | WF | 497283 | Admin Program Support 4 | 1 |
| | N | WF | 497345 | Admin Program Support 4 | 1 |
| | N | WF | 497413 | Admin Program Support 2 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|---------------------------|----------|----|----------|------------------------------|-----------|
| 3-Admin Programs/Services | N | WF | 497431 | Admin Program Support 2 | 1 |
| | N | WF | 497467 | Admin Program Support 1 | 1 |
| | N | WF | 497484 | Admin Program Support 2 | 2 |
| | N | WF | 497485 | Admin Program Support 1 | 1 |
| | N | WF | 497577 | Admin Program Support 1 | 1 |
| | N | WF | 497666 | Admin Program Support 1 | 1 |
| | N | WF | 497695 | Admin Program Support 1 | 1 |
| | N | WF | 497727 | Admin Program Support 4 | 1 |
| | N | WF | 497763 | Admin Program Support 2 | 1 |
| | N | WF | 497771 | Admin Program Support 3 | 1 |
| | N | WF | 497772 | Admin Program Support 2 | 1 |
| | N | WF | 497782 | Admin Program Support 1 | 1 |
| | N | WF | 497796 | Admin Program Support 1 | 1 |
| | N | TF | 496982 | Admin Program Support 4 | 1 |
| | N | TF | 496982 | Senior Admin Program Support | 1 |
| | N | TF | 496989 | Admin Program Support 3 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496616 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 6 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 10 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496732 | | | | | | | | | | | | |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497615 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 8 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 5 | 0 | 2 | 1 | 2 | 0 | 0 | 1 | 0 | 1 | 12 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497618 | | | | | | | | | | | | |
| Unqualified | 1 | 9 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 14 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 11 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 18 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497565 | | | | | | | | | | | | |
| Unqualified | 3 | 9 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 16 |
| Qualified | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 15 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 2 | 24 |

This hire met a hiring goal.

| | |
|---------------|----------------------------------|
| Search Number | 497054 |
| Department | CLAS Grant Management |
| Title | Administrative Program Manager 3 |

MINIMUM QUALIFICATIONS

- Master’s degree in a related field and at least 6 years of progressively responsible experience in a fast-paced, high volume (Research 1 or comparable) research administration enterprise. One year must be supervisory experience managing full-time employees **OR** Bachelor’s degree in a related field and at least 8 years of progressively responsible experience in a fast-paced, high volume (Research 1 or comparable) research administration enterprise. One year must be supervisory experience managing full-time employees.
- Evidence of leadership and ability to direct and prioritize the work of others and a
- to training, mentoring, coaching, and developing a team.
- Extensive knowledge of federal regulations, sponsor guidelines, and the Federal Office of Management and Budget (OMB) circulars as they relate to sponsored program activity.
- Excellent organizational and time-management skills.
- Excellent customer service skills with demonstrated ability to triage and de-escalate difficult issues.
- Excellent oral and written communication and interpersonal skills, with a demonstrated ability to work collaboratively within a team, between teams, and externally.
- Excellent computer skills, including spreadsheets and databases, and demonstrated ability to manage new platforms and/or software systems.
- Maintain confidentiality and professional boundaries.

PREFERRED QUALIFICATIONS

- Knowledge of accounting standards and principles.
- Familiarity with and working knowledge of Quali Financial Systems, InfoEd, grant sponsors portals, and the University’s departmental electronic systems and applications.
- Ability to collaborate with constituents at other higher educational workplaces to ensure best practices are established.
- Considerable critical thinking, problem-solving, and decision-making abilities.
- Ability to work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn

- Indeed
- Chronicle of Higher Ed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497054 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected had direct experience in higher education grants and contracts in both pre-award and post-award. He had experience in faculty engagement, supervising, project management, providing customer service, using technology, and providing projections and burn rates. He communicated how his skills related to the role and brought relevant examples on how he worked through higher level issues. In addition, he had experience beyond grants, which would allow him to evaluate a faculty portfolio in full. He was also familiar with differences in federal vs state guidelines and how it may also impact university policies.

| | |
|---------------|----------------------------------|
| Search Number | 497617 |
| Department | Agriculture, Health, Natural Rcs |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate’s degree in a related field and 2-3 years of related experience, OR an equivalent combination of education and experience.
- Excellent organizational skills.
- Ability to work independently and in a team setting while regularly exercising sound judgment regarding administrative detail and procedures.
- Demonstrated ability to communicate effectively with a diverse population.

PREFERRED QUALIFICATIONS

- Bachelor’s degree and two years of related experience.
- Demonstrated experience providing organizational support in a team environment.
- Familiarity with financial and payroll systems, such as Peoplesoft, Quali, or PageUp.
- Demonstrated experience with Aurora WordPress or similar web content management system

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed
- Personal Contacts
- UConn Digest
- Idealist.org

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497617 | | | | | | | | | | | | |
| Unqualified | 2 | 13 | 1 | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 4 | 26 |
| Qualified | 0 | 10 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 14 |
| Interviewed | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 27 | 1 | 2 | 0 | 5 | 0 | 3 | 0 | 0 | 7 | 50 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

14 Qualified applicants: 10 WF, 1 HF, 1 AF, 2 UU

- 10 WF, 1 HF, 1 AF, 2 UU did not have the experience needed in the financial or payroll systems such as Peoplesoft, Quali or PageUp.

7 Interviewed applicants: 3 WM, 4 WF

- 3 WF, 2 WM did not have the experience needed in WordPress or similar web content systems.
- 1 WF did not attend the scheduled interview.

The 1 WM selected described his ability to use financial and web based academic systems, specifically Peoplesoft and Quali. He had experience in a higher education setting and demonstrated effective communication in the interview by answering questions appropriately.

| | |
|---------------|----------------------------------|
| Search Number | 495643 |
| Department | ISS Administration |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and at least two years of related administrative experience OR an Associate’s degree and at least four years of related administrative experience.
- Proficiency in MS Office suite
- Excellent communication skills
- Demonstrated ability to multi-task and take ownership of assigned projects under limited supervision

PREFERRED QUALIFICATIONS

- Administrative experience in higher education
- Knowledge of University of Connecticut policies and procedures
- Experience with troubleshooting technical problems
- Experience with website development/updates

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn daily digest
- UConn internal networking
- CT Community Colleges Jobs Consortium

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 495643 | | | | | | | | | | | | |
| Unqualified | 1 | 6 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 10 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 13 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not have experience in developing or updating websites.

7 Interviewed applicants: 7 WF

- 1 WF did not explain how her experience was related to troubleshooting technical problems.
- 4 WF did not have experience in administrative support as it was not the focus of their previous employment.
- 1 WF experience in higher education was not in an administrative capacity.

The 1 WF selected demonstrated that she had proficiency in MS office suite including experience with website development. She had worked in an administrative position in higher education and had knowledge of UConn policies and procedures through her research.

| | |
|---------------|----------------------------------|
| Search Number | 496802 |
| Department | Nursing |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and two (2) or more years of related professional administrative experience OR an Associate’s degree and four (4) or more years of related professional administrative experience OR an equivalent combination of education and progressively responsible related work experience.
- Must have demonstrated experience of working in a team environment and demonstrate excellent teamwork and collaboration skills.
- Experience utilizing good organizational and interpersonal skills including the ability to work effectively with faculty, staff, students, and other individuals and external groups and able to build and maintain good customer relationships through writing and communication skills.
- Demonstrated knowledge of administrative methods and ability to independently resolve problems of ordinary difficulty and regularly exercise judgment regarding administrative detail and procedures.
- Proven ability to prioritize and perform multiple tasks simultaneously with accuracy and adherence to posted deadlines in a high volume, fast-paced environment.
- Must be proficient in the use of computers, have good database skills, and have a demonstrated working knowledge of and skills in MS Office applications such as word processing, spreadsheets, relational databases, electronic mail, and internet applications such as Word, Excel, PowerPoint, Outlook, AdobePro, and WebEx.
- Demonstrated work experience with data management and record keeping, and the ability to exercise attention to detail to ensure accuracy.
- Must be willing and able to work occasional evening and weekend hours in support of School activities and events.

PREFERRED QUALIFICATIONS

- Master’s degree.
- Experience with, or knowledge of, practical training programs and field placement activities.
- Bachelor’s degree in English, communication, management, administration, or related field.
- Administrative experience in a higher education environment.
- Demonstrated administrative experience with university systems such as PeopleSoft.
- Proven ability to maintain confidentiality as appropriate with FERPA and HIPAA.
- Knowledge of and experience working with policies, procedures, and guidelines that affect faculty and students.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- SON Website and Social Media
- Minority Nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496802 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |

The Unqualified applicant did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not have a bachelor’s degree in English, Communication, Management, Administration, or related field.

3 Interviewed applicants: 3 WF

- 1 WF did not have experience with practical training programs and field placement activities based on responses to interview questions.
- 1 WF did not respond to requests to interview.

The 1 WF selected had a history of experience directly related to clinical placements. She spoke accurately and in detail of necessary compliance and affiliation agreements which were needed for clinical placements. Her clinical placement experience was directly related to this position. She gave clear examples of her work, efforts, and knowledge related to key elements of the Pre-Licensure Clinical Placement Assistant job responsibilities.

| | |
|---------------|----------------------------------|
| Search Number | 496809 |
| Department | Research |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree or equivalent combination of education and experience, or an Associate’s degree and four to seven years of progressively responsible related experience.
- Experience providing administrative or programmatic support.
- High-level organizational skills.
- Strong technical skills/demonstrated ability to use a wide range of software, including the ability to troubleshoot issues. Strong experience in Microsoft Office is required.
- Ability to absorb and process new information quickly and to adapt to new systems and procedures.
- Self-starter with demonstrated ability to work independently within established guidelines.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting, particularly with faculty.
- Familiarity federal grant programs and solicitations.
- Experience working in process management/task management software applications.
- Experience working with WordPress websites.
- Experience working with form building and workflow management software like SurveyMonkey Apply.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- LinkedIn
- CT Hires
- OVPR Careers Page

- National Council of University Research Administrators

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496809 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 6 |
| Withdrawn | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 9 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 4 | 20 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

6 Qualified applicants: 1 WM, 2 WF, 3 UU

- 1 WM, 1 WF, 3 UU did not indicate familiarity working with federal grant programs and solicitations on their application materials.
- 1 WF did not have experience working in process management/task management software applications.

3 Interviewed applicants: 2 WF, 1 BF

- 1 WF, 1 BF did not have the necessary experience working with form building and workflow management software.

The 1 WF selected had administrative experience, familiarity with the software tools/systems, and experience with a fast-paced work environment like the OVPR. She had direct experience in administrative work that the position required, since she had been doing similar work in a similar office for the last several years. She had experience with the programs and systems used and had contributed to the creation/refinement of the workflows relevant to this position.

| | |
|---------------|----------------------------------|
| Search Number | 496919 |
| Department | CAHNR Acad Prog |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree or an equivalent combination of training and experience.
- Two (2) years of related experience.
- Proficiency in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word.
- Experience with principles and practices of budget development and monitoring.

- Excellent interpersonal skills, including demonstrated ability to work collaboratively with individuals of diverse cultural, social, and educational backgrounds.
- Demonstrated experience providing organizational support in a team environment.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.

PREFERRED QUALIFICATIONS

- Bachelor’s degree.
- Minimum of four to five years of administrative support experience.
- Ability to interpret complex records, assemble and organize data from a variety of sources and prepare related reports.
- Experience working with UConn administrative processes including KFS (Kuali Financial Systems), Huskybuy, Concur, and/or similar administrative systems.
- Demonstrated ability to work effectively with social media and websites.
- Knowledge of CAHNR or related programs.
- Experience with university-level student services such as Student Administration, Financial Aid, Admissions, or similar academic programs, and procedures.
- Experience successfully managing a complex academic (or similar) portfolio, utilizing skills that would be transferable to primary management of the CAHNR scholarship program as described above.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Linkden
- Indeed
- Personal Contacts
- CAHNR Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496919 | | | | | | | | | | | | |
| Unqualified | 1 | 12 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 18 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Withdrawn | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 20 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 4 | 31 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not demonstrate the necessary writing skills for the job posting based on the application materials.

7 Interviewed applicants: 5 WF, 1 BM, 1 UU

- 1 WF, an internal candidate, was selected resulting in a promotion, which is reported in the Promotional Goals Analysis.
- 2 WF, 1 BM did not communicate how their previous experience was relevant to this position in their responses to interview questions.
- 1 WF did not have knowledge of financial management.
- 1 UU did not have experience with university-level student services such as Student Administration, Financial Aid, Admissions, or similar academic programs, and procedures.

The 1 WF selected had experience in a similar setting and program. She displayed the analytical skills necessary for the position and was knowledgeable about relevant computer programs such as Excel. She explained clearly how she would be able to support the students that were going through the scholarship process and had relevant experience in this field.

| | |
|---------------|----------------------------------|
| Search Number | 496922 |
| Department | Werth Institute |
| Title | Administrative Program Support 4 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- 4-5 years of experience in project/program management in a university or business environment.
- Experience in program creation and development including compiling existing information/knowledge on a given topic to further develop it for a target audience.
- Excellent organizational skills and ability to deliver on deadlines.
- Excellent written and oral communication skills.
- Basic skills in graphic design software, especially Canva.
- Basic skills in Microsoft Excel and/or CRM software for list management.
- Marketing knowledge/experience including understanding of target market identification, list development, message creation and management, execution, and follow-up communication.
- Experience working directly with individuals in a supportive role such as coaching, mentoring, tutoring, or counseling.
- Affiliation with the topic of neurodiversity, either personal or professional.

PREFERRED QUALIFICATIONS

- Bachelor’s degree is in a related field such as education, psychology, business, or leadership.
- Master’s degree.
- Fundraising or grant writing experience or knowledge.
- Experience or knowledge of website design and management.
- Business acumen skills as demonstrated through training, education, or experience.
- Experience working in a university/college system.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496922 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 WF, 1 AF

- 1 AF did not demonstrate the necessary business acumen skills and was only interested in a remote position, which this position was not.

The 1 WF selected had experience in business development/employer relationship development and student career services support. She demonstrated an understanding of neurodiversity. Her presentation showed a work ethic and preparation skills as well as professional product and delivery. She explained about her ability to engage in and own tasks and projects across any strategically aligned activity.

| | |
|---------------|----------------------------------|
| Search Number | 496956 |
| Department | ISS Administration |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in business, communications, statistics, human services, or a related field.
- At least two years of related experience.
- Excellent organizational and prioritization skills, including handling multiple assignments simultaneously with close attention to detail and the ability to consistently produce a high standard of work output.
- Excellent written and oral communication and interpersonal skills.
- Experience effectively utilizing Google and Microsoft Office programs, including Excel, PowerPoint, and Word.
- Working knowledge, and ability to easily learn and adapt new technology used to run and record in-person, hybrid, and virtual meetings and events; ability to effectively problem-solve technical issues for events, meetings, and activities.
- Ability and willingness to foster a campus climate that is welcoming and supportive of the University of Connecticut’s diverse student body and encourages communication with and among campus and community constituencies.
- Ability and willingness to regularly move furniture for event set-up/break-down, run errands for supplies, and/or move items across campus to effectively manage events, activities, and other program needs.
- Ability and willingness to function in a fast-paced environment and work irregular and flexible hours, including occasional evening and weekend hours.

PREFERRED QUALIFICATIONS

- Experience working in higher education.
- Experience with purchasing, accounting, and/or managing expenses.
- Proven effectiveness in utilizing excellent customer service skills.
- Experience working directly with students and/or mentoring students.
- Experience in graphic design using tools such as Canva, and/or website design and maintenance in platforms such as Wordpress.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Local outlets

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496956 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 10 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 16 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM did not have the necessary level of customer service experience and ability to handle pressure in a fast-paced complex environment based on his responses to interview questions.

The 1 WF selected had customer service skills and experience that was directly related to the position. She had experience with graphic design software and working with spreadsheets.

| | |
|---------------|-------------------------|
| Search Number | 496982 |
| Department | Innovations Institute |
| Title | Admin Program Manager 2 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496982 | | | | | | | | | | | | |
| Hired | 0 | 10 | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 17 |

The 10 WF, 2 BF, 1 HF, 2 AF, 2 TF selected without a full search was from The Institute for Innovation and Implementation at the University of Maryland's School of Social Work which was transitioning to the UConn School of Social Work. The Institute supports state and local governments and organizations in implementing and sustaining effective systems and clinical practices that promote system of care values and best meet the needs of children and youth involved in the public systems and their families.

2 BF, 1 HF, 2 AF met hiring goals.

| | |
|---------------|----------------------------------|
| Search Number | 496986 |
| Department | Speech, Lang, and Hearing Sci |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate degree.
- Two to three years of related experience.
- Experience with data entry.
- Attention to detail.
- Strong communication skills.
- Demonstrated experience with cash handling.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Experience working in healthcare.
- Electronic medical record experience.
- Point of sale experience.
- Experience with patient scheduling.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496986 | | | | | | | | | | | | |
| Unqualified | 3 | 17 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 24 |
| Qualified | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 7 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 28 | 0 | 2 | 0 | 2 | 0 | 0 | 1 | 0 | 2 | 39 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Qualified applicants: 1 WM, 4 WF, 1 BF, 1 TM

- 1 WM, 4 WF, 1 BF, 1 TM did not have experience working in healthcare.

5 Interviewed applicants: 4 WF, 1 BF

- 1 WF did not have experience working in a fast-paced healthcare setting with multiple providers.
- 2 WF did not have experience with direct face to face patient interactions.
- 1 BF indicated that she was looking for more than scheduling patients which was a main responsibility of the position.

The 1 WF selected had experience in healthcare that matched the responsibilities of the role. She demonstrated the necessary communication skills in her responses to interview questions. She had experience working with multiple medical providers and a fast-paced healthcare setting as needed for this role. She also had experience and knowledge of patient scheduling, point of sale, electronic medical record, and billing and coding.

| | |
|---------------|----------------------------------|
| Search Number | 496999 |
| Department | Computer Sci and Engineering |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and two years of related experience OR an equivalent combination of education and experience.
- Demonstrated ability to work independently with the ability to solve problems efficiently and effectively.
- Proficient in the use of all MS Office applications.
- Excellent attention to detail, communication, organization, written and interpersonal skills.

PREFERRED QUALIFICATIONS

- Experience in higher education.
- Demonstrated experience providing organizational support in a team environment.
- Experience working in a fast-paced, complex, multi-faceted academic office environment.
- Familiarity with enterprise systems such as Quali Financial Systems, Core-CT, HuskyBuy, and PeopleSoft.
- Ability to expertly manage time and deadlines, and juggle multiple competing priorities.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- CTHires
- LinkedIn
- Broadbean Free Boards
- Glassdoor
- Recruit.net
- MyJobHelper
- FlexJobs
- Trovit
- Zippia
- The Job Spider
- Oodle
- Broadbean Diversity Job Boards
- Hispanic Job Exchange
- LGBT Job Search
- Veteran Job Center
- Seniors to Work
- Asian Job Search
- African American Job Search
- abilitiesinjobs.com
- asianinjobs.com
- blackinjobs.com
- hispanicinjobs.com
- lgbtqinjobs.com
- diversityinjobs.com
- seniorsinjobs.com
- womeninjobs.com
- disabledperson.com
- jofdav.com
- hireblack.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496999 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 5 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 9 |

The Unqualified applicant did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WM, 1 WF, 1 AF

- 1 WM did not have experience working in a fast-paced, complex, multi-faceted academic office environment.
- 1 WF did not demonstrate attention to detail due to lack of cover letter and references as required in the application instructions.
- 1 AF did not have experience in higher education.

4 Interviewed applicants: 3 WF, 1 HF

- 1 WF did not have the necessary level of experience working in a fast-paced, complex, multi-faceted academic office environment as her experience and focus was on graphic design.
- 1 WF declined interview requests.
- 1 HF did not have demonstrated experience providing organizational support in a team environment as her experience was mostly working independently in a strictly payroll position.

The 1 WF selected had experience providing organizational support in a team environment. She had worked in a complex academic environment where she provided organizational support. She communicated her ability to manage time and deadlines, and juggle multiple competing priorities.

| | |
|---------------|----------------------------------|
| Search Number | 497027 |
| Department | Pathobiology |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field and two years of related experience, or an equivalent combination of education and experience.
- Excellent interpersonal, communication, and organizational skills with demonstrated ability to establish strong working relationships with a variety of clientele.
- Demonstrated customer service experience.
- Demonstrated experience with a multi-line phone system.
- Computer literacy, e.g., Word, Excel, PowerPoint.

PREFERRED QUALIFICATIONS

- Experience in a diagnostic laboratory setting.
- Experience in a veterinary hospital/veterinary reception or working with clientele in bereavement.
- Familiarity working within a Quality Assurance program (AAVLD, AHA, GLP, CLIA, ISO, etc.).
- Experience with procurement using the UConn procurement card system.
- Experience with UConn Quali system, UConn HuskyBuy, or UConn Concur.
- Knowledge of Laboratory Information Management Systems (LIMS).
- Experience working with students in higher education.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Monster
- Mcjobboard

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497027 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 5 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 9 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 3 WF

- 1 WF did not have the level of experience in customer service and veterinary hospital necessary for the position as she had not worked directly with patients and clientele.
- 1 WF did not have the level of experience in customer service and veterinary background as she was still in school for wildlife conservation.

The 1 WF selected had experience with clients, multiline phones, and working in a veterinary hospital. She had managed hospital finances and inventory, which would assist her with the procurement portion of this position. In addition, she had been a designated trainer which directly translated to working with and directing the students within the laboratory. Her technical skill set would also be a benefit to the lab in translating case histories and with blood collection.

| | |
|---------------|----------------------------------|
| Search Number | 497043 |
| Department | Athletics Compliance Office |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in sport management or a related field and two years of related experience. An equivalent combination of education and experience may be considered.
- Comprehensive knowledge of NCAA compliance and proven ability to appropriately apply rules while assisting coaches and staff in achieving objectives.
- Demonstrated ability to produce reliable results, regularly exercise good judgment, and problem-solve.
- Excellent written, oral, and interpersonal communication skills.

PREFERRED QUALIFICATIONS

- Master's degree or higher.
- Prior NCAA compliance experience with a Division I institution's compliance office.
- NCAA compliance experience at multiple institutions.
- Prior experience in monitoring multiple NCAA bylaws.
- Prior experience with recruiting software system.
- Demonstrated experience with the NCAA Applications Portal.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- UConnHuskies.com
- Professional Networking
- NCAA
- NAAC via NACDA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497043 | | | | | | | | | | | | |
| Unqualified | 9 | 11 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 22 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 15 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 28 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM’s previous experience in a similar role did not involve monitoring multiple NCAA Bylaws.

The 1 WF selected had experience within a Division I compliance office and monitoring multiple NCAA Bylaws (not limited to eligibility, recruiting, playing season, financial aid). She met and presented the experience needed for this position. She demonstrated the ability to produce reliable results, regularly exercise good judgment, and problem-solve. She also had a master’s degree, which was a preferred qualification. She displayed excellent interpersonal and communication skills in her responses to interview questions.

| | |
|---------------|----------------------------------|
| Search Number | 497048 |
| Department | Allied Health Sciences |
| Title | Administrative Program Support 3 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in business or a related field and (3) to (4) years of professional experience in a responsible administrative support position OR an equivalent combination of education and experience.
- Demonstrated work experience in academic programs in higher education, healthcare, or a related field.
- Experience working in a fast-paced, complex, multi-faceted office environment.

- Excellent interpersonal skills with demonstrated ability to establish relationships with a variety of constituents, both internal and external to the university.
- Excellent organizational skills and attention to detail.
- Excellent knowledge of MS Office applications including Word, Excel, PowerPoint, OneDrive, Teams, and Outlook.

PREFERRED QUALIFICATIONS

- Experience with Quali Financial Systems, Core-CT, HuskyBuy, and PeopleSoft, or similar enterprise systems.
- Ability to problem solve and regularly exercise sound judgment regarding operational and administrative procedures in an academic or health environment.
- Experience working with diverse populations.
- Ability to expertly manage time and deadlines, and juggle multiple competing priorities.
- Demonstrated potential to lead others.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed
- Contacts with colleagues, emails, etc.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497048 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 7 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 3 WF

- 2 WF did not communicate experience in operational or administrative procedures in an academic or health environment as they were both unable to articulate transferable qualifications, skills, or experience.

The 1 WF selected demonstrated the necessary communication skills and adaptability necessary for the position. She described her ability to work independently, in a team setting, and the

ability to meet the shifting priorities of the position. She was able to articulate her understanding of the position's demands and how her experience would allow her to be successful in this role. She communicated her understanding of the department and the basic functions within the university. She was able to communicate clearly and effectively while providing clear answers to the questions asked. Lastly, she displayed the ability to keep up with high volume in a fast-paced environment while faced with daily interruptions.

| | |
|---------------|----------------------------------|
| Search Number | 497117 |
| Department | Agricultural and Resource Econ |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate's degree and 2-3 years of experience in a responsible administrative support position, which demonstrates knowledge of administrative methods, OR equivalent combination of education and professional experience.
- Ability to work independently and in a team setting while regularly exercising judgment regarding administrative detail and procedures.
- Excellent interpersonal skills, with proven ability to establish a good working relationship with coworkers and a variety of constituents, inside and outside the University.
- Excellent organizational skills.
- Ability to efficiently handle multiple tasks at one time.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.
- Proficient in the Microsoft Office suite (Word, Excel, Outlook, etc.).

PREFERRED QUALIFICATIONS

- Experience working at a university or in a collegiate setting.
- Experience with Quali/KFS/KFDM, Husky Buy, PeopleSoft, Concur, or similar enterprise systems.
- Demonstrated ability to work effectively with communication technologies, including experience with social media platforms and website maintenance.
- Familiarity with policies and procedures related to Procurement and Travel at the University of Connecticut.
- Experience working with people from diverse academic, socio-economic, and cultural backgrounds.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- LinkedIn
- Indeed
- Personal Contacts
- CAHNR Faculty/Staff Digest
- UConn Faculty/Staff Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497117 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 1 | 8 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 12 | 0 | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 1 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 1 WM, 2 WF

- 1 WM, 2 WF did not indicate the required experience that would have proved them the ability to establish a good working relationship with coworkers and a variety of constituents in their application materials.

4 Interviewed applicants: 4 WF

- 2 WF were unable to articulate their ability to work effectively with communication technologies as they did not fully respond to interview questions about social media platforms and website maintenance.
- 1 WF did not demonstrate the necessary interpersonal skills to establish a good working relationship with coworkers and a variety of constituents, inside and outside the university, during the interview process as she was unable to communicate her experience.

The 1 WF selected demonstrated interpersonal and organizational skills as well as clear, positive, and professional communication skills in her responses to interview questions. She also demonstrated the preferred qualifications with examples of working with communication technologies and familiarity with the university.

| | |
|---------------|----------------------------------|
| Search Number | 497283 |
| Department | Payroll |
| Title | Administrative Program Support 4 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in business/finance or a related field, or an equivalent combination of education and experience.
- Four to five years of related experience in payroll, human resources, or a fiscal environment.
- Demonstrated knowledge of HR and payroll processes.
- Excellent organizational and interpersonal skills.
- Excellent attention to detail.
- Strong analytical and critical thinking skills and the ability to interpret and manage large sets of data.
- Proficient with Microsoft Office.
- Ability to consistently meet biweekly deadlines in a fast-paced, high-volume environment.

PREFERRED QUALIFICATIONS

- Experience with Core-CT or similar HRMS system.
- Experience working in higher education.
- Experience working in a unionized environment.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards
- Payroll website
- OSC
- Candidates from recent payroll searches

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497283 | | | | | | | | | | | | |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 10 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not provide a minimum number of references and did not have experience in payroll, human resources, or a fiscal environment.

7 Interviewed applicants: 1 WM, 5 WF, 1 HF

- 1 WM did not have the necessary experience or knowledge in HR or in payroll processes based on her inability to fully respond to focused questions.
- 1 WF did not demonstrate interpersonal and communication skills needed for the position in her interview and had out-of-date payroll knowledge.
- 1 WF did not demonstrate the necessary interpersonal skills for the position as she was unable to clearly communicate her experience and skills.
- 1 WF did not have experience handling payroll on a large scale as needed for this position.
- 1 WF did not have the necessary experience using payroll based on her answers to interview questions.
- 1 HF did not possess the interpersonal and communication skills need for the position and could not articulate relevant experiences.
- 1 WF was selected and reported in the 2024 Promotional Goals Analysis.

The 1 WF selected for the position demonstrated the necessary experience using payroll. She communicated her knowledge of state regulations and collective bargaining agreements. She had experience working with a high volume and number of employees. Her financial experience, communication, and interpersonal skills demonstrated why she was selected for the position.

| | |
|---------------|----------------------------------|
| Search Number | 497345 |
| Department | Athletics Compliance Office |
| Title | Administrative Program Support 4 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in sport management or a related field.
- At least four years of NCAA rules compliance experience (within the past seven years) from an NCAA Divisional member compliance office, a collegiate athletic conference and/or the NCAA, including demonstrated experience with the NCAA Applications Portal.
- Comprehensive knowledge of NCAA compliance and proven ability to appropriately apply rules while assisting coaches and staff in achieving objectives.
- Demonstrated ability to produce reliable results, regularly exercise good judgment, and solve problems.
- Excellent written, oral, and interpersonal communication skills.

PREFERRED QUALIFICATIONS

- J.D. or Master’s degree in Sport Management or a related field.
- Prior NCAA compliance experience with a Division I institution.
- Prior experience with assisting/working with initial, continuing, and transfer eligibility.
- The submission of NCAA and conference waivers and student-athlete reinstatement requests.
- Prior experience with recruiting software systems.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- NCAA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497345 | | | | | | | | | | | | |
| Unqualified | 3 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 5 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WF, 1 HM

- 1 HM did not demonstrate the necessary legal knowledge and experience in student athlete eligibility necessary for this position,

The 1 WF selected demonstrated the necessary skills and knowledge of the legal rules regarding Division I athletics. She had experience working with the NCAA and worked in the registrar’s office of a Division II institution, both of which had important functions applicable to this position. Additionally, she was able to communicate her knowledge of Bylaw 14, which dealt with student-athlete eligibility. The skills, knowledge, and experience she possessed met all the needs of the position.

| | |
|---------------|----------------------------------|
| Search Number | 497413 |
| Department | Procurement Services |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in business, travel management, or related field and two (2) or more years of related experience OR Associate's degree and four (4) or more years related experience OR an equivalent combination of training and progressively responsible experience in a similar environment.
- Experience with the travel service industry, travel providers, booking requirements, travel policies and procedures, and ability to independently resolve problems of unusual difficulty.
- Excellent written and oral communication.
- Strong interpersonal skills and the ability to build and maintain good customer relationships.
- Knowledge of and ability to interpret state, federal, and University policies and procedures.
- Experience with Microsoft Office Suite (including Excel, Access, and PowerPoint).
- Ability to travel to all University campuses to participate in meetings, presentations, and/or engage with customers, as necessary.

PREFERRED QUALIFICATIONS

- Bachelor’s degree in business, travel management, or a related field.
- Experience with automated travel booking systems, i.e., the Concur online booking tool, or similar automated travel/booking system.
- Experience with the Jaggaer eProcurement system, Quali Financial System, or similar electronic purchasing systems.
- Experience working in higher education and/or similar environment.
- Experience performing purchasing, accounts payable functions, and related compliance functions.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497413 | | | | | | | | | | | | |
| Unqualified | 0 | 5 | 1 | 0 | 0 | 2 | 0 | 2 | 1 | 0 | 2 | 13 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 10 | 1 | 0 | 0 | 2 | 0 | 2 | 1 | 0 | 2 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 2 WF

- 2 WF did not meet the preferred qualification of having experience with automated travel booking systems.

3 Interviewed applicants: 3 WF

- 1 WF did not demonstrate direct experience with Concur and was not able to describe relevant purchasing or accounts payable skills.
- 1 WF was selected and reported in the 2024 Promotional Goals Analysis.

The 1 WF selected for the position had experience using Concur and its applicable uses. She demonstrated knowledge about auditing travel and expense reports, which aligned with procedures and policies regarding the Travel Card Program. She was able to communicate her interpersonal skills and customer service experience in her interview, which was required for the position.

| | |
|---------------|----------------------------------|
| Search Number | 497431 |
| Department | Career Development Center |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field and two (2) or more years of related experience, which demonstrates considerable knowledge of administrative methods, or an equivalent combination of education and experience.
- The ability to maintain a high degree of accuracy and efficiency while working in a fast-paced environment.
- Demonstrated understanding of the unique needs of diverse populations and a commitment to equitably addressing these needs.
- Demonstrated experience using Microsoft Word, Excel, and Outlook.
- Demonstrated oral and written communication skills to communicate clearly and effectively.

- Excellent organizational skills with strong attention to detail.

PREFERRED QUALIFICATIONS

- Demonstrated experience managing complex workflows in a high-volume environment.
- Demonstrated evidence of successful experience supporting the unique needs of diverse populations.
- Experience supervising students or other staff.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497431 | | | | | | | | | | | | |
| Unqualified | 0 | 12 | 2 | 1 | 1 | 3 | 1 | 1 | 0 | 0 | 3 | 24 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 6 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 20 | 3 | 1 | 1 | 3 | 1 | 2 | 0 | 0 | 3 | 35 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 7 WF, 1 BM, 1 AF

- 2 WF did not have experience working with diverse populations.
- 1 WF did not have the level of administrative experience and failed to articulate enough about diversity, equity, and inclusion and its importance.
- 1 WF was vague when responding to interview questions and her experience could not be determined.
- 1 WF had experience in an administrative position that was limited to supporting a few individuals which was not relevant to the office functions required for the position.
- 1 WF was unable to articulate her customer service skills and did not answer questions related to diversity, equity, and inclusion.
- 1 BM did not attend the scheduled interview.
- 1 AF did not demonstrate knowledge for the position and was not able to fully answer questions.

The 1 WF selected demonstrated relevant administrative experience necessary for the position. She had experience with supporting diverse populations of students and was able to

communicate relevant interpersonal skills. She also described customer service skills, which were required skills for the position.

| | |
|---------------|----------------------------------|
| Search Number | 497467 |
| Department | Diversity and Inclusion |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience.
- Flexibility to coordinate and track multiple tasks simultaneously.
- Proficiency with Microsoft Office Word and Excel.
- Proven ability to collaborate, troubleshoot, problem solve, and work to exchange ideas and resolve complex situations.
- Ability to anticipate needs and proactively resolve administrative problems efficiently, effectively, and independently.
- Demonstrated high-level attention to detail and excellent organizational, decision-making, and time management skills.
- Excellent interpersonal skills and the ability to work effectively with the department/University staff and other individuals and groups.
- Demonstrated experience working with diverse constituencies; ability to support and promote an inclusive and welcoming environment.

PREFERRED QUALIFICATIONS

- Proficiency with Quali Financial System, WebFocus, Husky Buy, CoreCT, PageUp, Concur, or similar systems.
- Experience with the application of policies and procedures, preferably in a higher education context.
- Development of administrative and programmatic procedures sufficient to provide a highly functioning, efficient, and effective department that serves the needs of all constituent groups.
- One to three years of administrative experience supporting the operations of an office, supporting management or leadership, supervising incumbents, or in a related administrative capacity.

Recruitment Activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497467 | | | | | | | | | | | | |
| Unqualified | 5 | 9 | 1 | 3 | 1 | 2 | 0 | 2 | 2 | 3 | 4 | 32 |
| Qualified | 1 | 7 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 10 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 18 | 1 | 3 | 1 | 3 | 0 | 2 | 2 | 3 | 5 | 45 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

10 Qualified applicants: 1 WM, 7 WF, 1 HF, 1 UU

- 1 WM, 4 WF, 1 HF did not have experience with Quali Financial System, WebFocus, Husky Buy, CoreCT, PageUp, Concur, or similar systems.
- 3 WF, 1 UU did not indicate experience with the application of policies and procedures in a higher education context in their application materials.

1 Interviewed applicant: 1 WF

The 1 WF selected had the required higher education experience for this role, specifically through working within university cultural centers. She also demonstrated knowledge and experience working with systems, such as Concur, HuskyBuy, and PageUp in her responses to interview questions.

| | |
|---------------|----------------------------------|
| Search Number | 497484 |
| Department | Engineering |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and two years of related experience OR an equivalent combination of education and experience.
- Knowledge of financial, budgeting, or accounting practices and procedures.
- Demonstrated ability to work independently with the ability to solve problems efficiently and effectively.
- Proficient in the use of all MS Office applications.
- Excellent attention to detail, communication, organization, written and interpersonal skills.

PREFERRED QUALIFICATIONS

- Experience in higher education.
- Demonstrated experience providing organizational support in a team environment.
- Experience working in a fast-paced, complex, multi-faceted office environment.
- Familiarity with enterprise systems such as Quali Financial Systems, Core-CT, HuskyBuy, and PeopleSoft.
- Ability to expertly manage time and deadlines, and juggle multiple competing priorities.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Social Media

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497484 | | | | | | | | | | | | |
| Unqualified | 3 | 5 | 0 | 0 | 1 | 1 | 0 | 2 | 1 | 0 | 2 | 15 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 6 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 4 | 11 | 0 | 1 | 1 | 2 | 0 | 2 | 1 | 1 | 3 | 26 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 4 WF, 1 BF

- 1 WF did not have the level of financial experience necessary as her work experience was focused on human resources.
- 1 WF's experience was more focused on accounting administrative support not on the financial transactions and oversight that was the focus of this role.
- 1 BF did not successfully communicate specific examples that aligned with the expectations and requirements for the role, and it was difficult to evaluate her experience based on responses.

The 1 WF selected had the necessary knowledge in payroll processing, developing, and managing financial reporting, and providing oversight and support within a fast-paced and multi-faceted work environment. Through her responses to the interview questions, she demonstrated

the required experience in balancing and reconciling accounts and working diligently to meet deadlines for this position.

The 1 WF selected search demonstrated the ability to support the unit’s graduate programs and promotion and tenure activities as well as provide general administrative support to the department faculty and students. Her background in human resources and administrative processes along with her working knowledge of electronic systems, attention to detail, and experience in maintaining confidentiality made her the best qualified for this position.

| | |
|---------------|----------------------------------|
| Search Number | 497485 |
| Department | Innovations Institute |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate’s degree in a related field and two to three years of related experience. An equivalent combination of education and experience may be substituted for the degree and years requirement.
- Proficient in Microsoft Office suite and related software applications, such as Adobe, PowerPoint, Excel, Word, Teams, and Zoom.

PREFERRED QUALIFICATIONS

- Excellent organizational and planning skills.
- Excellent interpersonal skills, with proven ability to establish effective working relationships with coworkers and a variety of constituents, inside and outside the University.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.
- Demonstrated ability to efficiently handle multiple tasks at one time.
- Proven experience maintaining a database and performing related reporting.
- Preference will be given to applicants who are located in the continental United States.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497485 | | | | | | | | | | | | |
| Unqualified | 2 | 8 | 0 | 1 | 0 | 3 | 0 | 0 | 1 | 1 | 0 | 16 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 2 | 15 | 0 | 1 | 0 | 4 | 1 | 2 | 1 | 1 | 2 | 29 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Qualified applicants: 2 WF, 1 AM, 1 AF

- 1 WF, 1 AM, 1 AF did not demonstrate the ability to efficiently handle multiple tasks at one time based on application materials.
- 1 WF did not have experience maintaining a database and performing related reporting.

8 Interviewed applicants: 4 WF, 1 HF, 1 AF, 2 UU

- 1 WF, 1 UU described their inability to handle multiple tasks at one time in their responses to interview questions.
- 1 AF did not answer questions directly and completely.
- 1 WF, 1 UU did not have experience with Microsoft Suite products.
- 1 WF did not provide examples of circumstances where she could demonstrate effective customer relationships that was critical for the role.

The 1 WF selected had organizational and planning skills. She was proficient in Microsoft Office suite and related software applications, such as Adobe, PowerPoint, Excel, Word, Teams, and Zoom. She demonstrated the necessary interpersonal skills, with proven ability to establish effective working relationships with coworkers and a variety of constituents, inside and outside the University. She also had experience maintaining a database and performing related reporting.

The 1 HF hire met a hiring goal.

| | |
|---------------|----------------------------------|
| Search Number | 497577 |
| Department | Law |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate's degree in a related field and two years of related experience. An equivalent combination of education and experience may be substituted for the degree and years requirement.
- Proficiency in Microsoft Office products, particularly Outlook, Excel, and Word.
- High-level organizational skills.
- Engaging self-starter and problem solver who can think on their feet. Ability to resolve administrative problems efficiently, effectively, and independently.
- Ability to exercise flexibility, good judgment, and discretion.
- Excellent interpersonal skills and ability to work effectively with Law School students, faculty, staff, and external constituents.
- Ability to work collaboratively with individuals of diverse cultural, social, and educational backgrounds.

PREFERRED QUALIFICATIONS

- Demonstrated experience planning, coordinating, and executing events.
- Prior experience working in a higher education setting in a college or university environment.
- Demonstrated experience with WebEx, MS Teams, and Adobe.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Career Website
- Connecticut local and affinity bar associations
- Professional Development Listserves; LSAC, NALP, NALSAP

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| <i>497577</i> | | | | | | | | | | | | |
| Unqualified | 3 | 5 | 0 | 3 | 1 | 1 | 1 | 2 | 0 | 1 | 6 | 23 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 13 | 0 | 3 | 1 | 3 | 1 | 4 | 0 | 1 | 8 | 37 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 2 WF

- 2 WF did not indicate experience required with WebEx, MS Teams, and Adobe in their application materials.

7 Interviewed applicants: 5 WF, 1 HF, 1 AF

- 2 WF did not have the necessary level of experience in working with law school students, faculty, and staff.
- 1 WF, 1 HF did not demonstrate the interpersonal and communication skills required to work with Law students, faculty, staff, and external constituents based on responses to interview questions.
- 1 WF did not provide specific examples of her experience that aligned with the expectations and requirements for the role.
- 1 AF did not provide detailed examples of their transferable skills applicable to this role.

The 1 WF selected met all preferred qualifications. She had the required administrative support experience working with WebEx, MS Teams, and Adobe. She also demonstrated communication and interpersonal skills necessary for planning, coordinating, and executing events.

| | |
|---------------|----------------------------------|
| Search Number | 497666 |
| Department | Kinesiology |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate's degree and two to three years of related experience or equivalent combination of education and experience.

- Experience with fiscal or bookkeeping functions in the daily operations of an office or organization.
- Demonstrated experience working in a highly demanding and fast-paced office environment.
- Excellent interpersonal skills and the ability to work effectively with individuals of diverse backgrounds.
- Excellent verbal and written communication skills.
- Strong organizational skills with demonstrated attention to detail.
- Strong customer service skills.
- Working knowledge of Microsoft Office applications.

PREFERRED QUALIFICATIONS

- Bachelor’s degree in a related field, preferably in the medical/health field, and two years of related experience or equivalent combination of education and experience.
- Demonstrated experience using software, such as Concur and HuskyBuy.
- Experience using Quali Financial Systems, or similar.
- Accounts payable experience including reconciliations and use of basic accounting principles and arithmetic.
- Experience in a higher education/university setting.

Recruitment Activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Individual Contacts Email Distribution
- UConn and UConn Health Staff/Admin Listservs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497666 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 9 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 15 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Qualified Applicants: 3 WF, 1 UU

- 2 WF did not have a completed bachelor’s degree in a medical/health, or related, field and two years of related experience.
- 1 WF, 1 UU did not have experience using software such as Concur and HuskyBuy.

4 Interviewed: 1 WM, 2 WF, 1 UU

- 1 WM, 1 WF did not demonstrate the required system administrative experience.
- 1 UU did not demonstrate the ability to adapt to a fast-paced environment based on their responses to the interview process.

The 1 WF selected had the required administrative experience for this role through her role of managing a dental practice. Through the interview responses, she demonstrated the necessary verbal and written communication skills as well as interpersonal skills for this position.

| | |
|---------------|----------------------------------|
| Search Number | 497695 |
| Department | Pathobiology |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate’s degree and two years of experience in a responsible administrative position, which demonstrates knowledge of administrative methods; a bachelor's degree, or an equivalent combination of education and/or experience.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.).
- Ability to efficiently handle multiple tasks at one time.
- Ability to work independently and in a team setting while regularly exercising judgment regarding administrative detail and procedures.
- Excellent interpersonal skills, with proven ability to establish good working relationships with coworkers and a variety of constituents, inside and outside the University.
- Excellent organizational skills.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.

PREFERRED QUALIFICATIONS

- Bachelor’s degree in a related field, or an equivalent combination of education and experience.
- Experience working at a university or in a collegiate setting, preferably in a biology or biology-related department.

- Experience with Quali/KFS/KFDM, HuskyBuy, PeopleSoft, Concur, and/or Asset Panda.
- Demonstrated ability to work effectively with communication technologies, including experience with social media platforms and website maintenance.
- Experience working with people from diverse academic, socio-economic, and cultural backgrounds.
- Familiarity with policies and procedures related to Procurement and Travel at the University of Connecticut.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Hartford Courant
- Glassdoor

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497695 | | | | | | | | | | | | |
| Unqualified | 4 | 10 | 0 | 0 | 2 | 3 | 1 | 1 | 0 | 1 | 1 | 23 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 3 | 7 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 17 | 0 | 1 | 2 | 6 | 1 | 2 | 0 | 1 | 6 | 40 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 2 WF, 1 BF, 1 HF

- 2 WF did not have experience with Quali/KFS/KFDM, HuskyBuy, Peoplesoft, Concur, and/or Asset Panda.
- 1 BF, 1 HF did not have a bachelor's degree in a related field, or an equivalent combination of education and experience.

6 Interviewed applicants: 3 WF, 1 HF, 2 UU

- 2 WF, 2 UU did not demonstrate the interpersonal and communication skills required for this role which that is student facing and front office.
- 1 HF did not demonstrate the required knowledge of administrative details and procedures as those were not the main functions of her previous position.

The 1 WF selected demonstrated the ability to adapt and learn new programs and procedures through her responses to interview questions. Her prior experience working in the public-school systems provided her with the understanding of the varying needs of faculty and students. Due to the location of this role, her experience in building maintenance was beneficial. She also demonstrated the necessary communication skills and interpersonal skills necessary for this role.

| | |
|---------------|----------------------------------|
| Search Number | 497727 |
| Department | Athletics Compliance Office |
| Title | Administrative Program Support 4 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in sport management or a related field.
- At least four years of NCAA rules compliance experience (within the past seven years) from an NCAA Divisional member compliance office, a collegiate athletic conference, and/or the NCAA, including demonstrated experience with the NCAA Applications Portal.
- Comprehensive knowledge of NCAA compliance and proven ability to appropriately apply rules while assisting coaches and staff in achieving objectives.
- Demonstrated ability to produce reliable results, regularly exercise good judgment, and problem-solve.
- Excellent written, oral, and interpersonal communication skills.

PREFERRED QUALIFICATIONS

- J.D. or Master’s degree in sport management or a related field.
- Prior NCAA compliance experience with a Division I institution.
- Prior experience with assisting/working with NCAA financial aid legislation.
- The submission of NCAA and conference waivers and student-athlete reinstatement requests.
- Prior experience with a recruiting software system.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Professional Networking
- NCAA
- Office of Compliance will circulate the link within the NAAC listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497727 | | | | | | | | | | | | |
| Unqualified | 4 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 3 | 3 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 12 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WF, 1 BF

- 1 WF, 1 BF declined the offer.

The 1 WF selected possessed experience in a Division I compliance office through her role as the Assistant Athletic Director for Compliance at UMass. She demonstrated the required knowledge in assisting and working with NCAA financial aid legislation for this role. She also provided specific examples of her knowledge in NCAA compliance and her ability to apply rules while assisting coaches and staff in achieving objectives. Her law degree also provided her with the ability to dissect and interpret complex regulations.

| | |
|---------------|----------------------------------|
| Search Number | 497763 |
| Department | Student Health and Wellness |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and two or more years of related experience in a medical office setting, Associate's degree, and four or more years of related experience in a medical office setting, or an equivalent combination of education and experience.
- Demonstrated knowledge of medical office practices and insurance authorization processes.
- Knowledge of ICD-10 and CPT coding.
- Demonstrated knowledge of Excel, Word, Microsoft Office, and at least one medical software.
- Demonstrated strong interpersonal skills necessary for effective work relationships.
- Demonstrated ability to communicate information effectively.
- Demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues in the delivery of clinical services.

PREFERRED QUALIFICATIONS

- Certification from an accrediting body such as AAPC for professional billing and/or coding.
- Three years of experience in a university setting.
- Previous experience working in a Division I athletics office.
- Knowledge of NCAA rules and regulations.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Cultural Center Directors
- OIE Diversity Listserv
- Student Affairs Newsletter

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497763 | | | | | | | | | | | | |
| Unqualified | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 10 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 13 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

Qualified applicants: 1 WM, 1 WF, 1 BF

- 1 WM, 1 BF did not have certification from an accrediting body such as AAPC for professional billing and/or coding.
- 1 WF did not have experience working in a Division I athletics office.

5 Interviewed applicants: 4 WF, 1 HF

- 1 WF, 1 HF did not demonstrate the interpersonal and communication skills necessary through their responses to interview questions.
- 1 WF did not have the direct experience in a medical office necessary for this role.
- 1 WF did not provide specific examples of her understanding of diversity, equity, inclusion, and belonging during the interview.

The 1 WF selected demonstrated the necessary experience through her current position at UConn Health. She had experience in authorization, billing, insurance review and authorization, and medical assistant needs of a medical office. She also demonstrated the necessary communication and interpersonal skills for this role through her work with UConn physicians as well as her responses to interview questions.

| | |
|---------------|----------------------------------|
| Search Number | 497771 |
| Department | Innovations Institute |
| Title | Administrative Program Support 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497771 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF selected without a full search was from The Institute for Innovation and Implementation at the University of Maryland’s School of Social Work which was transitioning to the UConn School of Social Work. The Institute supports state and local governments and organizations in implementing and sustaining effective systems and clinical practices that promote system of care values and best meet the needs of children and youth involved in the public systems and their families.

| | |
|---------------|----------------------------------|
| Search Number | 497772 |
| Department | University Safety |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree with two years of experience in payroll and records management or a combination of education and experience.
- Demonstrated knowledge of payroll and records processes and procedures.
- Excellent written communication skills including attention to detail.
- Excellent oral communication skills.
- Computer literacy including working knowledge of Microsoft Office applications including Excel, Access, Word, and PowerPoint.
- Ability to prioritize and perform multiple tasks simultaneously with accuracy.

- Ability to work independently, meet deadlines, and handle confidential information in a professional manner.

PREFERRED QUALIFICATIONS

- Bachelor’s degree in business.
- Experience in collective bargaining environment.
- Experience in higher education administration.
- Experience working with Core-CT, Quali, PeopleSoft, or equivalent enterprise resource planning systems.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Word of Mouth
- Payroll Office

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497772 | | | | | | | | | | | | |
| Unqualified | 3 | 9 | 1 | 2 | 1 | 2 | 2 | 1 | 0 | 1 | 0 | 22 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 17 | 1 | 2 | 1 | 2 | 2 | 2 | 0 | 1 | 1 | 33 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 1 WF, 1 UU

- 1 WF, 1 UU did not have experience working with Core-CT, Quali, Peoplesoft, or an equivalent enterprise resource planning system.

6 Interviewed applicants: 1 WM, 4 WF, 1 AF

- 1 WM did not have the necessary experience in payroll and records processes and procedures.
- 3 WF did not demonstrate the necessary communication and interpersonal skills for this role through their incomplete responses to interview questions.
- 1 AF did not respond to the interview request.

The 1 WF selected demonstrated the required knowledge of payroll and records processes and procedures, computer literacy, and problem-solving skills in her responses to interview questions. She demonstrated the necessary interpersonal communication skills through her complete and detailed responses to interview questions pertaining to her skills, her ability to work with a team and independently, and the handling of confidential information.

| | |
|---------------|----------------------------------|
| Search Number | 497782 |
| Department | Experiential Global Learning |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate’s degree in a related field and at least two years of related experience.
- Ability to relate well to diverse students, faculty, and staff, especially in a team setting.
- Ability to use Microsoft Office and Adobe Suites.
- Excellent oral and written communication skills.
- Ability to handle multiple projects simultaneously and efficiently.
- Ability to prioritize workload to complete tasks successfully and in a timely and efficient manner.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited institution.
- Previous experience working in a higher education setting.
- Knowledge of PeopleSoft.
- Experience working in study abroad and international education.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn LinkedIn Page
- Secuss-L Listserv for Study Abroad Professionals

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497782 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 3 | 9 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 6 |
| Interviewed | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 2 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 5 | 1 | 1 | 0 | 2 | 1 | 4 | 0 | 1 | 7 | 26 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

9 Qualified applicants: 2 WM, 2 WF, 1 AF, 1 TF, 3 UU

- 2 WM did not provide evidence of knowledge of PeopleSoft in application materials.
- 1 WF did not have a bachelor’s degree from an accredited institution.
- 1 WF, 1 AF, 1 TF, 3 UU did not have experience working in study abroad and international education.

10 Interviewed applicants: 1 WM, 2 WF, 1 BM, 1 BF, 1 HF, 2 AF, 2 UU

- 1 WM did not communicate how his experience working in an office setting and with international students would transfer to this position.
- 1 WF, 1 BM did not have prior experience working in study abroad and international education which was critical to this position.
- 1 BF, 1 AF did not demonstrate the level of organizational skills when asked how they stay organized when handling multiple projects simultaneously and prioritizing.
- 1 HF did not have the level of interpersonal skills required for front and student facing role.
- 1 AF did not relate how her experience in study abroad and international education would transfer to this position.
- 1 UU did not have the knowledge of Peoplesoft indicated on their application materials.
- 1 UU’s prior experience was more linked with incoming international students rather than outgoing U.S. study abroad students, which did not align with the responsibilities of the role.

The 1 WF selected had experience in an administrative role working with cyclical processes and a study abroad office. Through her responses to interview questions, she demonstrated professionalism and interpersonal skills necessary for this role. She also had experience participating in a study abroad program and with outgoing study abroad students.

| | |
|---------------|----------------------------------|
| Search Number | 497796 |
| Department | Biomedical Engineering |
| Title | Administrative Program Support 1 |

MINIMUM QUALIFICATIONS

- Associate’s degree and at least two years of related experience. An equivalent combination of education and experience may be substituted for the degree and years requirement.
- Experience with financial transactions such as bookkeeping, travel reimbursements, and/or ordering.
- Demonstrated ability to work independently with the ability to solve problems efficiently and effectively.
- Proficient in the use of all MS Office applications.
- Excellent communication, organizational, written, phone, and interpersonal skills.

PREFERRED QUALIFICATIONS

- Bachelor’s degree.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497796 | | | | | | | | | | | | |
| Unqualified | 8 | 17 | 1 | 5 | 1 | 2 | 2 | 2 | 0 | 2 | 7 | 47 |
| Qualified | 1 | 7 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 12 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 31 | 1 | 5 | 1 | 4 | 2 | 4 | 0 | 2 | 8 | 67 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

12 Qualified applicants: 1 WM, 7 WF, 2 HF, 1 AF, 1 UU

- 1 WM, 7 WF, 2 HF, 1 UU did not have a bachelor’s degree.
- 1 AF did not submit the requested cover letter and references.

7 Interviewed applicants: 6 WF, 1 AF

- 1 WF did not have the knowledge of booking and previous administrative experience need for this position.
- 3 WF did not have the necessary level of knowledge with bookkeeping, travel reimbursements, and ordering for this role.
- 1 WF, 1 AF did not explain how their previous experience was relevant for this role.

The 1 WF selected explained in detail her knowledge in bookkeeping, travel reimbursements, ordering, and the use of MS Office applications necessary for this role. She provided direct examples of her ability to work independently and problem-solve. She also demonstrated the required interpersonal and communication skills during her interview.

| | |
|---------------|----------------------------------|
| Search Number | 496989 |
| Department | Natural Resources and Environ |
| Title | Administrative Program Support 3 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in finance, accounting, business, or a related field and three (3) to four (4) years of professional experience in a responsible administrative support position OR an equivalent combination of education and experience.
- Proven experience in fiscal operations, including one or more of the following: 1) analysis and evaluation of data for budget planning and assessment of current and future financial status, 2) financial reporting and financial management, and/or 3) compliance, accounting procedures, and budgeting principles.
- Demonstrated work experience in academic programs in higher education, or related field.
- Experience working in a fast-paced, complex, multi-faceted office environment.
- Experience developing, presenting, and interpreting financial information and reports.
- Excellent interpersonal skills with demonstrated ability to establish relationships with a variety of constituents, both internal and external to the University.
- Demonstrated ability to lead others.
- Excellent organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Excellent knowledge of MS Office applications including Word, Excel, PowerPoint, and Outlook and financial records systems.

PREFERRED QUALIFICATIONS

- Master's degree in finance, accounting, business, or a related field.
- Demonstrated experience managing academic fiscal accounts and/or with grants and contracts management.

- Experience with Quali Financial Systems, Core-CT, HuskyBuy, and PeopleSoft.
- Ability to problem solve and regularly exercise sound judgment regarding fiscal and administrative procedures.
- Experience developing and maintaining organizational structures and systems.
- Experience working with diverse populations.
- Ability to expertly manage time and deadlines, and juggle multiple competing priorities.
- Supervisory experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Department social media
- Individual contacts
- UConn and UConn Health staff/admin listservs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496989 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 5 |
| Withdrawn | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Grand Total | 2 | 5 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 2 | 3 | 15 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 2 WF, 1 HF, 1 TF

- 2 WF did not have the necessary experience with fiscal business procedures.
- 1 HF did not communicate the ability to manage time, deadlines, and juggle multiple competing priorities in his responses to interview questions.

The 1 TF selected had over twenty years of experience relevant to this position. She had performed most of the essential duties outside of UConn. She had a master’s degree and experience developing and maintaining organizational structures and systems. She also had experience working with diverse populations, the ability to manage time and deadlines, and supervisory experience.

Category 3: Admissions and Registrar

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------------|----|----|----|----|----|----|----|----|
| 3-Admissions and Registrar | 0 | 0 | 1 | 5 | 1 | 1 | 1 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------------------------------|----------|----|----------|----------------------|-----------|
| 3-Admissions and Registrar | Y | BF | 496318 | Admissions Officer 1 | 1 |
| | N | WF | 496318 | Admissions Officer 1 | 2 |
| | N | WF | 496559 | Registrar Specialist | 1 |
| | N | WF | 496614 | Admissions Officer 2 | 1 |
| | N | WF | 496854 | Registrar Specialist | 1 |
| | N | WF | 496890 | Admissions Officer 2 | 1 |

| | |
|---------------|----------------------|
| Search Number | 496318 |
| Department | Admissions |
| Title | Admissions Officer 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and one to three years of related experience in some area of student affairs or prior Admissions experience. The Admission Officer level will be determined based on candidate education and experience.
- Experience with utilizing technology in work responsibilities.
- Strong organizational, interpersonal, verbal, and written communication skills.
- Demonstrated ability to make independent judgments and work under pressure.
- Demonstrated ability for accuracy and attention to detail.
- Willingness to travel in-state and out-of-state, and work flexible and irregular hours.
- Valid driver’s license and proof of insurability.
- Familiarity with online computer information systems.

PREFERRED QUALIFICATIONS

- Experience working in organizations committed to global diversity.
- Experience in print and electronic communications.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- NACAC

- NEACAC
- AACRAO
- NEACRAO

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 496318 | | | | | | | | | | | | |
| Unqualified | 11 | 30 | 2 | 6 | 1 | 5 | 0 | 4 | 0 | 0 | 8 | 67 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 2 | 3 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 2 | 10 |
| Interviewed | 3 | 7 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| Offer Declined | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Grand Total | 17 | 47 | 3 | 8 | 1 | 5 | 1 | 6 | 0 | 0 | 10 | 98 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 1 WM, 2 WF

- 1 WM, 1 WF did not have experience in print and electronic communications.
- 1 WF did not have experience working in organizations committed to global diversity.

18 Interviewed applicants: 3 WM, 12 WF, 1 BM, 2 BF

- 3 WM, 6 WF did not demonstrate the necessary knowledge of the admissions process.
- 3 WF declined the offer.
- 1 WF, 1 BM did not demonstrate the communication skills needed for this position based on their responses to interview questions.
- 1 BF did not demonstrate the ability to make independent judgments and work under pressure based on her responses to interview questions.

The 1 WF selected had direct experience from a previous similar role and with Slate (Admissions CRM) for application reading and travel management. She provided an in-depth presentation and had knowledge of the University of Connecticut from her research. She also had traveled in her previous role and was willing to travel to any destination necessary.

The 1 WF selected had a professional presentation and answered questions thoroughly. She possessed travel experience, both domestic and international, and demonstrated interpersonal skills which were essential for this position.

The 1 BF hire met a hiring goal.

| | |
|---------------|----------------------|
| Search Number | 496559 |
| Department | Avery Point Campus |
| Title | Registrar Specialist |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and two years of related experience. The Registration Specialist requires a Bachelor's degree and three to four years of related experience. A combination of education and experience may be considered.
- Strong interpersonal skills including demonstrated experience providing quality customer service.
- Excellent organizational skills with strong attention to detail.
- Ability to manage priorities based on deadlines, academic needs, or academic calendar.
- Knowledge of office systems such as MS Office: MS Word, MS Excel, MS PowerPoint, Outlook, Oracle/PeopleSoft.

PREFERRED QUALIFICATIONS

- Experience in an administrative setting in higher education.
- Knowledge of university registration policies/procedures.
- Knowledge of academic graduation requirements and curriculum requisites.
- Knowledge of FERPA privacy rights and details.
- Knowledge and use of emerging technologies.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Monster
- Chronicle of Higher Education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 496559 | | | | | | | | | | | | |
| Unqualified | 7 | 22 | 1 | 1 | 0 | 1 | 0 | 0 | 2 | 2 | 2 | 38 |
| Qualified | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 9 |
| Withdrawn | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 7 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 36 | 1 | 1 | 0 | 1 | 0 | 0 | 2 | 2 | 6 | 57 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

9 Qualified applicants: 1 WM, 6 WF, 2 UU

- 1 WM, 6 WF, 2 UU did not indicate knowledge of academic graduation requirements and curriculum requisites in their application materials.

3 Interviewed applicants: 3 WF

- 1 WF declined the offer.
- 1 WF did not have the necessary experience with office systems such as MS Office and Oracle.

The 1 WF selected had experience in a registrar office, with MS Office, and advising students. Additionally, her application materials and interview presentations were well organized and detail oriented. She demonstrated her experience managing priorities based on deadlines, academic needs, and the academic calendar, all of which were essential in this position.

| | |
|---------------|----------------------|
| Search Number | 496614 |
| Department | Avery Point Campus |
| Title | Admissions Officer 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Three years of related experience in some area of student affairs or prior admissions experience.
- Experience with utilizing technology in work responsibilities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated ability to make independent judgments and work under pressure.
- Demonstrated ability for accuracy and attention to detail.
- Valid driver's license.
- Familiarity with online computer information systems.

PREFERRED QUALIFICATIONS

- Strong marketing skills, specifically in print and electronic communications.
- Knowledge of UConn programs, policies, and the specific uniqueness of UConn Avery Point.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of student recruitment and retention issues.
- Knowledge of the broad spectrum of available university academic units, curricula, and programs.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Monster
- Chronicle of Higher Education
- Avery Point Faculty listserv
- Avery Point Staff listserv
- Daily Digest staff position openings

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 496614 | | | | | | | | | | | | |
| Unqualified | 12 | 13 | 2 | 1 | 1 | 3 | 0 | 3 | 1 | 1 | 3 | 40 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 13 | 19 | 2 | 1 | 1 | 3 | 0 | 3 | 1 | 1 | 3 | 47 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 4 WF

- 3 WF's were not able to answer questions about the University of Connecticut's programs, policies, and the specific uniqueness of UConn Avery Point.

The 1 WF selected had knowledge of UConn in general and an understanding of the challenges facing a regional campus like Avery Point. Her experience working with high school students in identifying opportunities in higher education was beneficial in developing strategies to attract students to UConn and Avery Point. She demonstrated the interpersonal and communication skills in her interview responses that were necessary for the position.

| | |
|---------------|----------------------|
| Search Number | 496854 |
| Department | Registrar |
| Title | Registrar Specialist |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in an appropriate field, or equivalent combination of education and experience.
- Three years of full-time employment in a related area.
- Demonstrated experience in a high-volume, customer service setting.
- Ability to pay attention to detail, work within deadlines, and make decisions.
- Excellent oral and written communication skills.
- Demonstrated administrative, organizational, and problem-solving aptitude.
- Familiarity with electronic data processing.
- Ability to establish rapport with students and parents and to maintain effective working relationships with faculty and staff.

PREFERRED QUALIFICATIONS

- Four plus years of related experience.
- Previous higher education experience at a large university.
- Demonstrated knowledge of recordkeeping systems and ability to be precise with quantitative data.
- Experience with a student information system (Peoplesoft preferred) or another large database scanning software.
- Ability to read and interpret policies (internal, University, and State of Connecticut).
- Knowledge of FERPA.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AACRAO
- NEACRAO
- CACR

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 496854 | | | | | | | | | | | | |
| Unqualified | 7 | 6 | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 1 | 5 | 24 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4 |
| Interviewed | 0 | 4 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 11 | 0 | 3 | 2 | 1 | 1 | 3 | 0 | 1 | 9 | 38 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

10 Interviewed applicants: 5 WF, 1 BF, 1 HM, 1 HF, 1 AF, 1 UU

- 1 WF did not have experience with student customer service.
- 1 WF, 1 BF, 1 HM, 1 HF, 1 AF, 1 UU did not have the necessary experience in data entry and processing relative to student information system.
- 2 WF selected were reported in the 2024 Promotional Goals Analysis.

The 1 WF selected had a background in mental health services which was relevant to the customer service needs of this position. Additionally, she had direct experience with the current scheduling software which this position employs. She had experience in data entry, processing, and analysis which were necessary for the position.

| | |
|---------------|----------------------|
| Search Number | 496890 |
| Department | Fine Arts |
| Title | Admissions Officer 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Three years of related experience in some area of student affairs, admissions, or similar.
- Experience with utilizing technology in work responsibilities.
- Excellent interpersonal and communication skills.
- Desire to foster a diverse working and learning environment.
- Demonstrated ability for accuracy and attention to detail.
- Ability and willingness to travel and work irregular and flexible hours.
- Familiarity with online computer information systems.

PREFERRED QUALIFICATIONS

- Bachelor’s degree in an arts field.
- Knowledge of UConn programs, policies, and the specific uniqueness of the School of Fine Arts.
- Ability to gather data, compile information, and prepare reports.
- Ability to initiate and evaluate recruitment programs and activities.
- Demonstrated ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of student recruitment and retention issues.
- Experience developing informational and/or promotional materials.
- Experience with SlideRoom.
- Ability to plan and execute recruitment travel arrangements in accordance with University policy.
- Experience with Concur.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- SFA Social Media Channels
- Personal networks of search committee members and their colleagues
- UConn Cultural Centers listservs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 496890 | | | | | | | | | | | | |
| Unqualified | 8 | 14 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 27 |
| Qualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 22 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 2 | 39 |

The Unqualified applicants did not meet the minimum requirements of the position.

4 Qualified applicants: 2 WM, 2 WF

- 2 WM, 2 WF did not have a bachelor’s degree in an arts field.

7 Interviewed applicants: 1 WM, 5 WF, 1 HM

- 1 WM did not demonstrate the necessary interpersonal and communication skills in their responses to interview questions.
- 3 WF, 1 HM were found to not have three years of related experience areas of student affairs, admissions, or similar based on their responses to interview questions.
- 1 WF did not sufficiently understand the full scope of the position based on their interview responses.

The 1 WF selected had direct experience in the undergraduate admissions field. In both on-line and in person interviews, she demonstrated an understanding of, and preparation for, the requirements of the position. Her interactions during the interview and responses to questions demonstrated that she had the interpersonal and communication skills necessary for the position.

Category 3: Advising

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3-Advising | 7 | 0 | 0 | 3 | 0 | 3 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-------------------|----------|----|----------|--------------------|-----------|
| 3-Advising | Y | WM | 497297 | Academic Advisor 1 | 1 |
| | Y | HF | 497249 | Academic Advisor 1 | 1 |
| | N | WF | 496217 | Academic Advisor 1 | 1 |
| | N | WF | 497044 | Academic Advisor 1 | 1 |
| | N | WF | 497429 | Career Consultant | 1 |
| | N | WF | 497196 | Academic Advisor 2 | 1 |
| | N | BM | 497166 | Academic Advisor 1 | 1 |
| | N | BM | 497355 | Academic Advisor 1 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497297 | | | | | | | | | | | | |
| Unqualified | 5 | 10 | 3 | 1 | 2 | 3 | 0 | 1 | 1 | 1 | 2 | 29 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 4 |
| Withdrawn | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Interviewed | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 16 | 3 | 1 | 2 | 5 | 0 | 3 | 1 | 2 | 3 | 45 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497249 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 1 | 3 | 1 | 3 | 0 | 1 | 0 | 2 | 0 | 16 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 6 | 2 | 3 | 1 | 6 | 0 | 1 | 0 | 2 | 0 | 24 |

This hire met a hiring goal.

| | |
|---------------|--------------------|
| Search Number | 496217 |
| Department | Data Science |
| Title | Academic Advisor 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- At least three years of professional experience in higher education advising and/or counseling students, providing academic support, or a related capacity, with demonstrated progression in responsibilities and duties.
- Commitment to diversity and inclusion and an ability to work collaboratively with individuals of diverse cultural, social, and educational backgrounds.
- Excellent interpersonal skills and demonstrated ability to establish relationships with a variety of constituents.
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

- Master's degree in a field related to data science.
- Proven business acumen commensurate with the needs of a new academic program, including the ability to work independently, exercise sound judgment to resolve complex issues, and prioritize routine and high-level tasks and demands.
- Three or more years of professional experience as an advisor or counselor in higher education, preferably for an interdisciplinary program, providing direct and autonomous support for enrollment and advising activities.
- Familiarity with the operations and governance of the University of Connecticut, obtained by either working or volunteering at UConn.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 496217 | | | | | | | | | | | | |
| Unqualified | 1 | 5 | 1 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 2 | 13 |
| Qualified | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 15 | 1 | 1 | 0 | 2 | 2 | 1 | 0 | 0 | 5 | 29 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Qualified applicants: 1 WM, 4 WF, 1 HF

- 1 WM, 3 WF, 1 HF did not have three or more years’ experience as an advisor or counselor in higher education necessary for the position.
- 1 WF did not have experience in higher education.

6 Interviewed applicants: 3 WF, 1 BF, 2 UU

- 1 WF, 1 UU declined the offer.
- 1 WF did not have experience advising or counseling in higher education in an interdisciplinary program, providing direct and autonomous support for enrollment and advising activities.
- 1 UU did not communicate an understanding of the admissions process or have knowledge of data science value proposition and concentration value.
- 1 BF did not communicate an understanding of the Data Science program and did not have a background in a related field.

The 1 WF selected understood and had knowledge of the goals and content of the Data Science program and a math background as a Mathematics Education major. She had experience teaching related material, such as AP Statistics, and demonstrated a familiarity with the subject of data science and its objectives.

| | |
|---------------|--------------------|
| Search Number | 497044 |
| Department | Stamford Campus |
| Title | Academic Advisor 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field and three years of experience in higher education; or Master’s degree in higher education, student personnel, counseling, or related field and a minimum of one-year higher education experience.
- Strong administrative, planning, and organizational skills.
- Excellent communications skills- both oral and written.
- Ability to establish rapport with students, faculty, and professional staff. Ability to work independently, as well as part of a cohesive team.
- Demonstrated ability to critically think, analyze, and problem solve.

PREFERRED QUALIFICATIONS

- Higher education advising experience, particularly at an urban, diverse campus working with exploring, undecided, first-generation, and/or underrepresented college students.
- Experience presenting and/or teaching in a college setting.
- Strong computer skills and experience maintaining student records/notes in an online database system.
- Knowledge of current trends in major and career exploration and pathways to employment.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed.com
- Word of mouth from search committee

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497044 | | | | | | | | | | | | |
| Unqualified | 6 | 13 | 0 | 7 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 31 |
| Qualified | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 18 | 0 | 10 | 0 | 4 | 0 | 2 | 0 | 0 | 5 | 47 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Qualified applicants: 1 WM, 3 WF, 2 BF, 1 UU

- 1 WM, 3 WF, 2 BF, 1 UU did not indicate knowledge of current trends in major and career exploration and pathways to employment in their applications materials.

8 Interviewed applicants: 1 WM, 1 WF, 1 BF, 2 HF, 1 AF, 2 UU

- 1 WM, 1 BF, 1 UU did not have direct, hands-on experience in advising undecided, first-generation, or underrepresented students.
- 1 HF, 1 AF, 1 UU did not demonstrate the necessary interpersonal and communication skills needed to teach/engage students in a higher education setting based on their responses to interview questions.
- 1 HF did not respond to the request to interview.

The 1 WF selected had higher education advising experience at a diverse campus working with exploring, undecided, first-generation, and underrepresented college students. She was able to communicate her ability to build rapport with students, faculty, and professional staff. She described her ability to work independently, as well as part of a cohesive team. She also had the computer skills and experience maintaining student records in an online database system necessary for the position.

| | |
|---------------|-------------------|
| Search Number | 497429 |
| Department | Law |
| Title | Career Consultant |

MINIMUM QUALIFICATIONS

- Master’s degree in higher education, counseling, career advising, or related field.

- One to two years of professional legal experience or law school clinical experience, higher education career services, or another relevant setting.
- Knowledge of the legal hiring community.
- Strong interpersonal skills and communication techniques.
- Strong public speaking, writing, and group facilitation skills.
- Ability to work effectively and develop relationships with a wide variety of constituencies including students, alumni, faculty, administrators, and legal practitioners.
- Knowledge of technologies related to career development.

PREFERRED QUALIFICATIONS

- J.D. degree.
- Two to four years of professional experience or internship in career planning and placement, academic advising, higher education or business/industrial human resources, industrial/college relations, or higher education career services.
- Admitted to, or eligible to be admitted to the Bar.
- Experience in a Law School Career Development office.
- Experience with electronic media and marketing initiatives.
- High level of ability and experience using Word, Excel, PowerPoint, specialized career service database software, and online resources.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Connecticut local and affinity bar associations
- National Association for Law Placement
- National Association of Student Affairs Professionals

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497429 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 10 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 4 | 2 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 2 | 16 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WM did not demonstrate the necessary level of experience working with student applications, resumes, and writing samples that would help them be successful working in a Law School Career Development office.
- 1 WF did not have the preferred level of experience in public sector hiring that would relate to having professional experience or internship in career planning and placement required by the position.

The 1 WF selected had experience in the judicial side of the legal profession from reviewing student applications for internships and clerkships. She had worked with the federal judiciary managing and supervising hiring clerks. She demonstrated the ability to advise in higher education and had supervised law students in summer internships who exhibited improvements in their writing following the writing program.

| | |
|---------------|--------------------------------|
| Search Number | 497196 |
| Department | Engineering Undergrad Programs |
| Title | Academic Advisor 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution and four years of related experience OR Master's degree in higher education, counseling, or a related field and two years of related experience. At least 2 of the years of experience must be in direct advising or counseling.
- Excellent written and verbal communication skills and ability to relate well to students, families, faculty, and other campus partners.
- Ability and knowledge to support STEM undergraduate students, with an appreciation for the rigor of their academic experience.

PREFERRED QUALIFICATIONS

- Master's degree in higher education, counseling, or a related field.
- 3-5 years of advising and/or counseling students or providing academic support.
- Knowledge of the unique needs of special undergraduate student populations, especially underrepresented and minoritized students in STEM.
- Knowledge of relevant student development theories and application of that knowledge in developing a robust philosophy of advising that includes prescriptive, developmental, coaching, and teaching approaches.
- Knowledge of relevant academic programs and career pathways in engineering, the range and structure of majors, general education, and school and college requirements.
- Experience in the interpretation of academic policies, regulations, and procedures.
- Experience using data to plan, manage, and assess a program.
- Ability to develop, plan, and present programs and workshops.
- Knowledge of and experience with online student records software, such as PeopleSoft.

- Computer proficiency in Microsoft Office Suite, especially Excel.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Facebook
- LinkedIn
- NACADA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497196 | | | | | | | | | | | | |
| Unqualified | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 2 | 11 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 11 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 1 | 4 | 21 |

The unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 2 WF

- 1 WF did not have 3-5 years of advising and/or counseling students or providing academic support.
- 1 WF did not indicate knowledge of relevant student development theories and in developing a philosophy of advising that includes prescriptive, developmental, coaching, and teaching approaches in her application materials.

6 Interviewed applicants: 1 WM, 3 WF, 2 HF

- 1 WM, 1 HF did not demonstrate the necessary communication skills as she was unable to fully answer questions even when asked for specific examples.
- 1 WF did not have the level of experience advising and working with STEM students necessary for the position.
- 1 WF had experience as a middle school counselor which was not transferable to university level advising/coaching position.
- 1 HF did not communicate any experience working with students regarding engineering or STEM when asked directly about the topic.

The 1 WF selected had the communication and interpersonal skills necessary for the position and would be able to work with students, faculty, and professional staff. She described her ability to work independently as well as in a team setting. She had experience advising in higher education and knowledge of the academic advisor position. She was also familiar with many of UConn's policies and procedures.

| | |
|---------------|------------------------------|
| Search Number | 497166 |
| Department | ISS Academic Programs Center |
| Title | Academic Advisor 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree preferably in counseling or a related field.
- Minimum of three years of experience including at least one year of experience working with middle and/or high school students in a diverse environment; experience with school counseling, community work or social agency.
- Demonstrated excellent communication and interpersonal skills.
- Knowledge of higher education and the challenges faced by low-income, first-generation to attend college, and underrepresented students.
- Ability to report to multiple work sites and work flexible hours.
- Ability to make a commitment to the summer component.

PREFERRED QUALIFICATIONS

- Master’s degree in counseling or related field.
- Two or more years of experience working with middle and/or high school students in a diverse environment; experience with school counseling, community work, or social agency.
- Bilingual in English/Spanish.
- Experience with summer camps or summer programming.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- All standard sources
- Daily digest
- Employee networks
- LinkedIn
- The Connecticut Association of Educational Opportunity Programs (CAEOP)
- Post University

- ECSU

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497166 | | | | | | | | | | | | |
| Unqualified | 6 | 8 | 2 | 2 | 2 | 6 | 0 | 2 | 0 | 1 | 4 | 33 |
| Withdrawn | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 0 | 3 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 13 | 3 | 3 | 3 | 7 | 0 | 2 | 0 | 1 | 5 | 43 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 3 WF, 1 BM, 1 HM, 1 HF

- 1 WF, 1 HM did not have experience working with low-income and first-generation college students.
- 1 WF did not have experience working with parents and planning college preparation.
- 1 WF did not attend the scheduled interview.
- 1 HF does not have administrative and college preparation programming experience for high school students.

The 1 BM selected had experience working with low-income and first-generation high school students. He had a background in higher education, providing college preparation programming and administration. He had also participated in similar programming as a high school student.

| | |
|---------------|------------------------------|
| Search Number | 497355 |
| Department | ISS Academic Programs Center |
| Title | Academic Advisor 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree preferably in counseling or a related field.
- Minimum three years of related experience including at least one year of experience working with high school students in a diverse environment; experience with school counseling, community work, or social agency.
- Demonstrated excellent communication and interpersonal skills.
- Knowledge of higher education and the challenges faced by low-income, first-generation college, and underrepresented students.
- Ability to report to multiple worksites and work flexible hours.
- Ability to make a commitment to the non-residential, commuter summer component.

PREFERRED QUALIFICATIONS

- Master’s degree in counseling or related field.
- Two or more years of experience working with high school students in a diverse environment; experience with school counseling, community work, or social agency.
- Experience with providing academic and college preparation programming.
- Bilingual in English/Spanish.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Personal networks/LinkedIn
- UConn systems including Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497355 | | | | | | | | | | | | |
| Unqualified | 2 | 5 | 2 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 3 | 16 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 6 | 3 | 1 | 0 | 2 | 0 | 3 | 0 | 1 | 3 | 22 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 1 WM, 1 BM, 2 AF

- 1 WM, 1 AF did not have experience in higher education and college programming for high school students.
- 1 AF did not have experience working with the target population, parents, or high school personnel.

The 1 BM selected had a Master of Arts in Higher Education, Student Affairs, and International Education Policy. He understood the challenges faced by the students served by ConnCAP. He had a background working with college students, residential life, and Greek life. He demonstrated communication and interpersonal skills relevant to the position and was willing to report to multiple work sites.

Category 3: Arts and Curatorial Services

No hiring activity occurred in this category.

Category 3: Business Operations

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 3-Business Operations | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------------|----------|----|----------|--------------------------------|-----------|
| 3-Business Operations | N | WF | 496907 | Training & Development Coord | 1 |
| | N | WF | 497142 | Business Ops Specialist 1 | 1 |
| | N | WF | 497239 | Business Ops Specialist 1 | 1 |
| | N | WF | 497511 | Business Ops Specialist 1 | 1 |
| | N | BF | 496982 | Business Ops Specialist 1 | 1 |
| | N | BF | 497074 | Institutional Resrch Analyst 1 | 1 |
| | N | AM | 497019 | Institutional Resrch Analyst 2 | 1 |
| | N | UU | 497652 | Business Ops Specialist 1 | 1 |

| | |
|---------------|------------------------------------|
| Search Number | 496907 |
| Department | Environmental Hlth and Safety |
| Title | Training & Development Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and four to five years of experience in training and development, instructional design, learning management, curriculum design and technology, or a related field.
- Thorough knowledge of the principles and practices of training and development methods and techniques of different modalities in an adult learning environment.
- Knowledge and skills to identify and assess training and outreach needs by applying research and evaluation techniques.
- Knowledge and skills to develop and manage training and outreach programs and staff development plans to meet identified needs.
- Strong written, verbal, and interpersonal skills to communicate effectively and diplomatically in a diverse environment.
- Strong presentation skills with a demonstrated ability to communicate effectively verbally, including a clear and confident speaking voice that is comfortable delivering online and/or classroom education.

- Experience with Learning Management Systems; web management tools (such as WordPress); and Microsoft Office Suite.
- Experience in the use of eLearning development tools including web-based course authoring tools (such as Articulate 360), audio/video technology, content creation and production, or graphic design.

PREFERRED QUALIFICATIONS

- Master’s degree in a related field.
- Experience in delivering or developing effective safety-related training.
- Professional certification from an accredited organization in the training and development field.
- Experience working in a university environment.
- Experience preparing grant applications and/or administering training and staff development grants.
- Experience conducting survey research.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Chronicle of Higher ed
- AIHA
- ASSP

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 496907 | | | | | | | | | | | | |
| Unqualified | 3 | 9 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 2 | 18 |
| Withdrawn | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 13 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 3 | 25 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 1 WM, 2 WF, 1 UU

- 1 WM’s presentation did not demonstrate the abilities expected of this position, the delivery of his training was broken, and did not include specific compliance standards mentioned during the interview.
- 1 WF declined the offer.
- 1 UU’s presentation did not demonstrate her ability as an adult learner trainer and her responses to questions were indirect and vague.

The 1 WF selected gave a presentation that demonstrated her instructional design experience and training skills. She had experience developing and delivering training for adult learners of various abilities. She also had experience keeping learners engaged when the subject matter was repetitive, specifically with required annual training, by utilizing scenarios and interactive elements. She had completed advanced training in course authoring software and successfully demonstrated her ability to create engaging courses. She had the communication skills necessary to collaborate effectively with staff based on her responses to interview questions.

| | |
|---------------|----------------------------------|
| Search Number | 497142 |
| Department | Plant Sci and Landscape Arch |
| Title | Business Operations Specialist 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in accounting, finance, business, or a related field and a minimum of two to three years of professional experience OR an equivalent combination of education and experience.
- Experience working in a fast-paced, complex, and multi-faceted office environment.
- Excellent interpersonal skills with demonstrated ability to establish relationships with a variety of constituents, both internal and external to the University.
- Excellent knowledge of MS Office applications, including Word, Excel, PowerPoint, OneDrive, Teams, and Outlook.
- Excellent organizational skills and attention to detail.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Experience with Quali Financial Systems, Core-CT, HuskyBuy, PeopleSoft and Concur, or similar enterprise systems.
- Ability to expertly manage time and deadlines, and juggle multiple competing priorities.
- Knowledge of Visa requirements for international students and staff.
- Demonstrated potential to lead others.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Boards
- LinkedIn
- Indeed
- Personal and professional contacts
- Social media
- AdministrationJobs.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 497142 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 1 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 1 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Interviewed applicants: 2 WM, 2 WF, 1 AM, 2 AF

- 1 WM did not have professional financial experience, did not describe his experience working in high stress situations and expressed concern about working in a fast-paced environment.
- 1 WM did not have experience in payroll and hiring and did not demonstrate the interpersonal skills or clear communication skills needed for the position in his responses to interview questions.
- 1 WF did not have experience in budgeting or financial forecasting, which was a key component to the role.
- 1 AM, 2 AF did not communicate his capability and qualifications for the role and did not thoroughly answer many of the questions that were asked or did not give specific examples.

The 1 WF selected demonstrated an ability to work through challenging situations in her responses to interview questions, and explained how her skills were transferrable to this position. She described an ability to handle multiple tasks and priorities simultaneously, had experience in management, supervisory roles, and providing feedback and guidance to direct reports. Her professional references reflected high performance in her previous role and an ability to multitask.

| | |
|---------------|----------------------------------|
| Search Number | 497239 |
| Department | Agriculture, Health, Natural Rcs |
| Title | Business Operations Specialist 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a business or related field.
- Two to three years of experience in grant/research administration or related field.
- Proficiency in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word.
- Knowledge of principles and practices of budget development and monitoring.
- Excellent interpersonal skills, including demonstrated ability to work collaboratively with individuals of diverse cultural, social, and educational backgrounds.
- Demonstrated experience in providing organizational support in a team environment.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.

PREFERRED QUALIFICATIONS

- Master’s degree in a business or related field.
- Work experience in an academic or university setting.
- Four years of grant, research administration, or related experience.
- Ability to interpret complex records, assemble, and organize data from a variety of sources, and prepare related reports.
- Experience working with UConn administrative systems including KFS (Kuali Financial Systems), HuskyBuy, Concur, or similar.
- Ability to create figures and other graphical representations of data and analysis.
- Knowledge of College of Agriculture, Health and Natural Resources programs or related Agricultural programs.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Personal Contacts

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 497239 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 9 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 7 | 1 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 4 | 17 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 2 WF, 1 UU

- 1 WF did not have experience in grant management or professional experience in administration.
- 1 UU did not have related financial experience and did not provide thorough answers to interview questions.

The 1 WF selected had an MBA from UConn. She spoke in detail about her ability to learn and collaborate with individuals with diverse backgrounds. She had a record of management, administration, and financial experience, along with the ability to compile detailed reports. She further described an adaptability to changes of regulations and shifting deadlines, which was a necessary skill for this role.

| | |
|---------------|----------------------------------|
| Search Number | 497511 |
| Department | Connecticut Repertory Theatre |
| Title | Business Operations Specialist 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Two to three years of related experience.
- Demonstrated supervisory experience.
- Excellent oral, written, and interpersonal communication skills.
- Strong public relations and/or marketing skills.
- Strong technical skills, including Microsoft Office and related applications.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

PREFERRED QUALIFICATIONS

- Prior experience in a producing theatre or higher education environment.
- Four to five years of related experience.
- Demonstrated ability in audience development, sales, and/or marketing.
- Prior website management experience.
- Knowledge of Audience View or another ticketing software platform.
- Knowledge of University policies related to the administration of the assigned department.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- ArtSearch
- New York Foundation for the Arts
- Higher Ed Jobs
- Social Media (CRT/Drama/SFA Pages)
- UConn Newsletters
- UConn Listservs
- Faculty Recommendations
- Black Theatre Association
- Women in Theatre Program
- USITT Women in Theatre Network
- USITT Queer Theatre Network
- First Nations Theater Guild
- Yale School of Drama Listserv
- Wingspace
- Theatre Artists of Color
- Alternate Roots
- Latinx Theatre Commons
- Carnegie Mellon Drama Alumni
- Art Jobs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 497511 | | | | | | | | | | | | |
| Unqualified | 4 | 7 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 16 |
| Interviewed | 3 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 8 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 11 | 2 | 0 | 0 | 0 | 2 | 1 | 1 | 0 | 2 | 27 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 3 WM, 3 WF, 1 AM, 2 UU

- 2 WM, 2 WF, 1 UU were found to not meet the minimum qualifications of having a bachelor’s degree in a related field and two to three years of related experience.
- 1 WM, 1 AM, 1 UU did not demonstrate the necessary oral, written, and interpersonal communication skills for the position in their responses to interview questions.

The 1 WF selected had four years of related experience in marketing. She had website management experience and was knowledgeable about ticketing software platforms. She successfully communicated an understanding of CRT and its department and had numerous positive references.

| | |
|---------------|---------------------------|
| Search Number | 496982 |
| Department | Innovations Institute |
| Title | Business Ops Specialist 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 496982 | | | | | | | | | | | | |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 BF selected without a full search was from The Institute for Innovation and Implementation at the University of Maryland’s School of Social Work which was transitioning to the UConn School of Social Work. The Institute supports state and local governments and organizations in implementing and sustaining effective systems and clinical practices that promote system of care values and best meet the needs of children and youth involved in the public systems and their families.

| | |
|---------------|---------------------------------|
| Search Number | 497074 |
| Department | Budget, Plan, and Inst Research |
| Title | Institutional Research Analyst |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field. Two to three years of experience in higher education or a closely related field.
- Excellent communication skills, both written and verbal.
- Excellent organizational skills.
- Ability to learn new software including online evaluation tools.
- Ability to meet deadlines and work under pressure.
- Maintain confidentiality in all aspects of working with private or sensitive data.
- Ability to work independently, attention to detail, accuracy, and thoroughness are required for all job functions.
- Basic statistical analyses and techniques, basic quantitative skills.
- Computer skills including Microsoft Office (Excel, Word, PowerPoint).

PREFERRED QUALIFICATIONS

- Three to five years of higher education experience.
- Experience in Institutional Research and/or assessment.
- Knowledge/training in survey methodology.
- Experience in the collection, management, or processing of a high volume of surveys or other data.
- Ability to extract and merge data from multiple platforms.

- Knowledge of ERP such as PeopleSoft.
- Knowledge of statistical software such as SAS, and SPSS.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Connecticut Association for Institutional Research
- Northeast Association for Institutional Research
- Association for Institutional Research
- Chronicle of Higher Education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 497074 | | | | | | | | | | | | |
| Unqualified | 4 | 2 | 1 | 0 | 0 | 2 | 1 | 3 | 0 | 0 | 0 | 13 |
| Withdrawn | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 3 | 1 | 2 | 1 | 2 | 1 | 5 | 0 | 0 | 1 | 24 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 2 WM, 1 WF, 1 BF, 1 AF, 1 UU

- 1 WM, 1 UU did not respond to interview requests.
- 1 WM did not have relevant experience in higher education and did not demonstrate the necessary communication skills in his responses that were long and not on topic.
- 1 WF did not have the necessary computer skills required for the position and her responses did not support the experience and credentials listed in her application materials.
- 1 AF did not have the level of experience in Institutional Research or assessment needed for the position based on her work history and responses to interview questions.

The 1 BF selected had higher education, institutional research, and assessment experience necessary for the position based on her responses to interview questions. She had worked with student's confidential data and had experience with an ERP, the banner system.

| | |
|---------------|----------------------------------|
| Search Number | 497019 |
| Department | Budget, Plan, and Inst Research |
| Title | Institutional Research Analyst 2 |

MINIMUM QUALIFICATIONS

- Master’s degree in quantitative disciplines such as economics, business, statistics, or a related discipline and three years of related professional experience of which one year must be performing research duties.
- Considerable knowledge of applied statistical analysis including multivariate statistical techniques and research design methodologies.
- Experience with R, Python, SAS, SPSS, STATA, or a similar toolset for data extraction, manipulation, and analysis.
- Excellent analytical and quantitative skills.
- Excellent written and verbal communication skills; ability to summarize complex information for high-level interpretations and conclusions.
- Experience working with both business users and technical development teams.

PREFERRED QUALIFICATIONS

- Experience collaborating on research projects relevant to higher education finance, performance/efficiency, and student success.
- Knowledge of institutional research methodologies and terminology.
- Two years of professional experience related to economic analysis.
- Experience with IMPLAN/REMI modeling.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- 2 print ads on Sundays in the Hartford Courant
- Third party job search website (i.e., Indeed, inside higher ed)
- Local print newspaper (i.e., Willimantic Chronicle)
- 30 days at the Connecticut Department of Labor Employment Exchange

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 497019 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 3 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 7 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 2 | 4 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants:

- 1 BM accepted another position.

The 1 AM selected had experience collaborating on research projects relevant to higher education finance, performance/efficiency, and student success. He demonstrated his knowledge of institutional research methodologies and terminology in his responses to situational interview questions. He had experience related to economic analysis and with IMPLAN/REMI modeling. He also demonstrated the communication skills needed for the position in interactions and responses in the interview.

| | |
|---------------|----------------------------------|
| Search Number | 497652 |
| Department | Education |
| Title | Business Operations Specialist 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Two to three years of related experience.
- Proficiency in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word.
- Knowledge of principles and practices of budget development and monitoring.
- Exceptional skills in accuracy and attention to detail.
- Excellent interpersonal skills, including demonstrated ability to work collaboratively with individuals of diverse cultural, social, and educational backgrounds.
- Demonstrated experience in providing organizational support in a team environment.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.

PREFERRED QUALIFICATIONS

- Master's degree in business or a related field.
- Four to five years of related experience.
- Supervisory experience.
- Ability to interpret complex records, assemble, and organize data from a variety of sources, and prepare related reports. Experience working with UConn administrative systems including KFS (Kuali Financial Systems), HuskyBuy, Core-CT, Concur, or similar.
- Experience working in a higher education setting.
- Experience with financial, purchasing, and grant processing and reporting systems.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- HuskyHire
- Inside Higher Ed
- HERC
- Indeed.com
- VetJobs
- United Latino Job Bank
- Pink Jobs
- LinkedIn
- Facebook
- Black Careers Network

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 497652 | | | | | | | | | | | | |
| Unqualified | 5 | 9 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 1 | 20 |
| Interviewed | 2 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Grand Total | 7 | 11 | 1 | 0 | 2 | 1 | 1 | 0 | 0 | 2 | 3 | 28 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Interviewed applicants: 2 WM, 2 WF, 1 HM, 1 AM, 1 UU

- 1 WM did not demonstrate the necessary interpersonal skills based on responses to interview questions.
- 1 WM did not have related financial experience or financial experience pertaining to budget development.
- 1 WF did not have the preferred four to five years of finance experience, including working with grants or in higher education.
- 1 WF was found to not possess two to three years of related financial experience.
- 1 HM did not communicate how his experience would transfer to this role and he did not have the necessary financial experience.
- 1 AM's professional background in finance was found not to be related to the position.

The 1 UU selected had experience with budgets and familiarity with grants. They possessed the required experience in an educational setting. They had the demonstrated ability to interpret detailed records and utilized related financial systems based on experience and responses to interview questions.

Category 3: Capital Planning & Construction

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------------|----|----|----|----|----|----|----|----|
| 3-Capital Planning & Construction | 6 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------------------------------|----------|----|----------|------------------------------|-----------|
| 3-Capital Planning & Construction | Y | HM | 497433 | Build Inspec and Compl Offic | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Capital Planning & Construction | | | | | | | | | | | | |
| 497433 | | | | | | | | | | | | |
| Unqualified | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 7 |
| Withdrawn | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 12 |

This hire met a hiring goal.

Category 3: Communication and Marketing

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------------------|----|----|----|----|----|----|----|----|
| 3-Communication and Marketing | 6 | 0 | 2 | 2 | 4 | 2 | 3 | 2 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------------------------|----------|----|----------|----------------------------|-----------|
| 3-Communication and Marketing | Y | WM | 497316 | Managing Editor | 1 |
| | Y | WM | 497318 | Graphic Designer | 1 |
| | Y | WM | 497820 | Senior Graphic Designer | 1 |
| | Y | WM | 497905 | Media Producer 1 | 1 |
| | Y | BM | 497904 | Graphic Designer | 1 |
| | Y | HM | 496819 | Publicity/Marketing Coord | 1 |
| | N | WF | 496881 | Comm and Publicity Manager | 1 |
| | N | WF | 496969 | Publicity/Marketing Coord | 1 |
| | N | WF | 497415 | Publicity/Marketing Coord | 2 |
| | N | WF | 497574 | Publicity/Marketing Coord | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 497316 | | | | | | | | | | | | |
| Unqualified | 55 | 14 | 6 | 4 | 3 | 1 | 1 | 0 | 2 | 0 | 6 | 92 |
| Withdrawn | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 8 |
| Interviewed | 11 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 74 | 15 | 6 | 4 | 3 | 1 | 1 | 0 | 2 | 0 | 7 | 113 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|-----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 497318 | | | | | | | | | | | | |
| Unqualified | 27 | 11 | 11 | 2 | 7 | 0 | 1 | 1 | 5 | 0 | 7 | 72 |
| Withdrawn | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 5 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 10 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 34 | 12 | 14 | 2 | 7 | 0 | 2 | 1 | 5 | 0 | 10 | 87 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 497820 | | | | | | | | | | | | |
| Unqualified | 11 | 11 | 0 | 1 | 4 | 1 | 2 | 3 | 0 | 0 | 5 | 38 |
| Qualified | 8 | 8 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 20 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 21 | 22 | 0 | 2 | 4 | 2 | 2 | 4 | 0 | 0 | 7 | 64 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 497905 | | | | | | | | | | | | |
| Unqualified | 12 | 6 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 25 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 14 | 6 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 27 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 497904 | | | | | | | | | | | | |
| Unqualified | 11 | 7 | 2 | 0 | 7 | 0 | 1 | 2 | 0 | 0 | 3 | 33 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 7 | 3 | 0 | 7 | 0 | 1 | 2 | 0 | 0 | 3 | 35 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 496819 | | | | | | | | | | | | |
| Unqualified | 6 | 9 | 0 | 2 | 2 | 2 | 1 | 1 | 1 | 0 | 2 | 26 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 5 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 14 | 0 | 2 | 3 | 3 | 1 | 3 | 1 | 0 | 4 | 37 |

This hire met a hiring goal.

| | |
|---------------|-------------------------------------|
| Search Number | 496881 |
| Department | Engineering |
| Title | Communication and Publicity Manager |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in English, journalism, communications, public relations, or a related field.
- At least six years of related experience.
- Experience working with news/media reporters.
- Demonstrated excellence in writing.
- Proven ability to generate content for various forms of communication media.
- Strong attention to detail and planning and organizational skills.
- Proven ability to organize and produce clear, compelling communications content while adhering to branding standards.
- Experience creating content for social media promotion on a variety of platforms (e.g., Facebook, Twitter, LinkedIn, YouTube, Instagram).
- Proficiency with MailChimp or similar email marketing platforms.
- Proficiency with Aurora WordPress or other CMS, as well as experience developing and building website content; HTML knowledge is a plus.
- Experience in event planning.
- Media relations experience (e.g., fielding inquiries from the media, composing, editing, and pitching news releases and op-eds).

PREFERRED QUALIFICATIONS

- Master’s degree in English, journalism, communications, public relations, or a related field.
- Prior experience creating a marketing/digital media strategy for an organization.
- Prior knowledge related to UConn, STEM, and/or Connecticut.
- At least one year serving as supervisor of professional staff.
- Experience in higher education.
- Proven ability to produce communications content on behalf of administrators that is oftentimes highly sensitive in nature and must be completed under pressure for delivery to high-level stakeholders.
- Proficiency with Google Analytics and Qualtrics.
- Digital accessibility knowledge, experience in producing videos, and photography skills.
- Experience with art direction/digital design.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- LinkedIn
- Academic Keys

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 496881 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 1 WM, 3 WF

- 1 WM was not prepared for the interview and was not able to explain marketing and digital strategy for this position.
- 1 WF did professional experience in communications and experience with digital design.
- 1 WF did not have experience with digital strategy based on responses to interview questions.

The 1 WF selected had experience in scientific writing and in digital strategy based on her responses to interview questions and work history. She also communicated that she had a strategic vision for the department and the position.

| | |
|---------------|---------------------------------|
| Search Number | 496969 |
| Department | UConn Library |
| Title | Publicity/Marketing Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and a minimum of two years of related experience.
- Demonstrated understanding of best practices in marketing with proven writing, editing, and proofreading abilities necessary to produce high-quality publicity materials.
- Demonstrated understanding of graphic design standards and practices including familiarity or experience with Adobe Creative Suite programs, specifically Illustrator, InDesign, and Photoshop.
- Demonstrated understanding of video creation standards and processes including familiarity or experience with Adobe Premiere Pro or other video editing programs.
- Strong oral and written communication and interpersonal skills.

- Demonstrated ability to be creative and flexible when working on collaborative projects.
- Excellent organizational skills, including the ability to set priorities and keep to deadlines.
- Demonstrated understanding of the principles of diversity, equity, inclusion, accessibility, and justice.
- Knowledge of and experience with social media tools and strategies in a professional setting.

PREFERRED QUALIFICATIONS

- Experience developing outreach programs designed to promote programs, events, and services.
- Experience creating and updating websites using Aurora WordPress or similar content management software.
- Experience with digital photography and video creation.
- Experience leading special projects; coordinating and collaborating with internal and external sources.
- Demonstrated understanding of effective marketing for higher education user communities.
- Evidence of success in promoting diversity, equity, inclusion, accessibility, and justice and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives.
- Demonstrated ability to provide excellent student supervision.
- Expert level use of Adobe Creative Suite programs, specifically Illustrator, InDesign, Photoshop, or Premiere Pro.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- UConn LinkedIn
- UConn Library Facebook
- UConn Library Instagram
- UConn Library Twitter
- Chronicle of Higher Education
- Hartford Courant
- New England Museum Association (NEMA)
- Library Marketing and Communications Group
- American Marketing Association
- Outreach to 3 library student employees
- Professional Networking to 6 contacts
- LinkedIn and Facebook

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 49969 | | | | | | | | | | | | |
| Unqualified | 5 | 20 | 3 | 5 | 1 | 2 | 1 | 2 | 0 | 1 | 3 | 43 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 23 | 3 | 5 | 1 | 3 | 1 | 2 | 0 | 1 | 5 | 49 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 3 WF, 1 HF, 1 UU

- 1 WF, 1 UU needed more specific content about her applied experience in her list of examples of effective communications across different platforms.
- 1 WF did not have the level of experience working on projects, there were privacy concerns regarding her examples, and she was not able to display her Photoshop, graphic design, or video editing examples.
- 1 HF did not provide the necessary level of experience with social media tools or an understanding of marketing for higher education user communities.

The 1 WF selected demonstrated an understanding of the principles of diversity, equity, inclusion, accessibility, and justice and described her experience of applying the principles. She demonstrated oral and written communication and interpersonal skills in her responses to interview questions. She had experience in video creation, an understanding of marketing for higher education user-communities, and developing outreach programs designed to promote programs, events, and services. She related strategic experience in leading special projects related to this position. She explained that she had experience coordinating and collaborating with internal and external sources.

| | |
|---------------|---------------------------------|
| Search Number | 497415 |
| Department | Business |
| Title | Publicity/Marketing Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in marketing, communications, business, or a related field.
- Two to three years of experience in marketing and publicity or a related field.
- Demonstrated knowledge of marketing best practices and experience with marketing initiatives and communications.

- Demonstrated experience in digital marketing, advertising, and campaign implementation.
- Strong administrative and organizational skills, including the ability to prioritize, multitask, and thrive in a fast-paced environment handling multiple deadlines and proven attention to detail.
- Proven experience with copywriting.
- Demonstrated excellent written, verbal, interpersonal, and diplomatic communication skills including the ability to establish sound working relationships with others.
- Experience with applications such as WordPress, Slate, Google Analytics, and Google Ads.
- Proficiency with Microsoft Office products (Word, Excel, PowerPoint).
- Dependable transportation and willingness and ability to work flexible and irregular hours, and travel in-state and out-of-state as needed.

PREFERRED QUALIFICATIONS

- Experience in, or strong knowledge of, the fields of business and higher education.
- Experience supporting graduate-level education programs.
- Experience with software such as Google Tag Manager, Data Studio, and analytics (i.e., Power BI, Tableau).
- Demonstrated data analysis skills and experience using data analysis to drive strategic decisions.
- Advanced copywriting and campaign concept development experience.
- Experience with Adobe Creative Suite products.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 497415 | | | | | | | | | | | | |
| Unqualified | 10 | 17 | 2 | 1 | 5 | 3 | 3 | 2 | 1 | 2 | 2 | 48 |
| Qualified | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 10 | 21 | 3 | 1 | 6 | 4 | 3 | 2 | 1 | 2 | 3 | 56 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 HM

- 1 HM did not have experience in, or strong knowledge of, the fields of business and higher education based on his application materials.

5 Interviewed applicants: 3 WF, 1 BM, 1 HF

- 1 WF, 1 HF did not have experience with copywriting.

- 1 HF did not have relevant experience supporting graduate-level education programs.
- 1 BM did not demonstrate the necessary communication skills based on the lack of detail in his responses to interview questions.

The 1 WF selected had a bachelor’s degree and four years of marketing experience in a business setting and experience in a higher education setting with graduate programs. Based on her answers to interview questions, she demonstrated her knowledge of marketing best practices, marketing initiatives and communications, as well as experience with digital marketing, advertising, and campaign implementation. She described her administrative, organizational, and communication skills, as well as her experience with copywriting. She had experience with web software, Google Analytics and using Excel to analyze data. She also had experience in data analysis and Adobe Creative Suite products.

The 1 WF selected had experience and skills in marketing. She described her knowledge of best practices in marketing and experience with digital marketing, advertising, and campaign implementation. She had administrative, organizational, and communication skills and experience with copywriting. She also had experience with web software, Adobe Creative Suite products, Google Analytics and using Excel to analyze data.

| | |
|---------------|---------------------------------|
| Search Number | 497574 |
| Department | Jorgensen Performing Arts Ctr |
| Title | Publicity/Marketing Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- 2-3 years of related experience.
- Demonstrated proficiency with Microsoft Office Suite and using Teams.
- Demonstrated experience using Adobe InDesign and Photoshop.
- Demonstrated experience with website content creation and management.
- Familiarity with email marketing platforms (Emma, MailChimp, or similar).
- Project management experience and time-management skills for juggling numerous time-sensitive projects simultaneously.
- Willingness to work flexible and irregular hours.

PREFERRED QUALIFICATIONS

- 2+ years’ experience in a cultural or arts & entertainment environment.
- Familiarity with Box Office Ticketing/CRM platforms.
- Experience using Adobe Illustrator and Premiere.
- Experience with event planning.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- APAP - Association of Performing Arts Professionals
- Americans for the Arts/NAMP - National Arts Marketing Project
- CT Office of the Arts
- Cultural Coalition (Southeastern & Northeastern CT)
- CT Arts Alliance
- Windham Chamber
- Chamber of Commerce of Eastern CT
- Connecticut River Valley (CRV) Chamber (Glastonbury, South Windsor, & East Hartford)
- CT DECD - Department of Economic Community Development
- Hartford Courant
- Artjobs.artsearch.us

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Communication and Marketing | | | | | | | | | | | | |
| 497574 | | | | | | | | | | | | |
| Unqualified | 6 | 11 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 2 | 22 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 19 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 2 | 31 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 1 WM, 5 WF

- 1 WM did not have experience in a cultural or arts and entertainment environment based on responses to interview questions.
- 2 WF did not have the necessary level of experience with event planning based on responses to interview questions.
- 1 WF did not respond to requests to interview.
- 1 WF declined the offer.

The 1 WF selected had experience in the corporate sector with traditional modes of communications and marketing. She had experience with graphic design, planning direct mail campaigns, and corporate event planning. She had a diverse and transferable skillset that was related to this position.

Category 3: Dining Services

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3-Dining Services | 0 | 2 | 1 | 1 | 2 | 1 | 2 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-------------------|----------|----|----------|-------------------------------|-----------|
| 3-Dining Services | N | WM | 496784 | Dining Serv Area Asst Manager | 1 |
| | N | WM | 497025 | Dining Serv Area Asst Manager | 1 |
| | N | WM | 497808 | Dining Serv Area Asst Manager | 1 |
| | N | UU | 497808 | Dining Serv Area Asst Manager | 1 |

| | |
|---------------|--|
| Search Number | 496784 |
| Department | Dining Services |
| Title | Dining Services Area Assistant Manager |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in food services area, or equivalent combination of education and experience.
- Three years of relevant experience
- Ability to obtain ServSafe certification within 12 months of start date.
- Experience supervising professional food service staff.
- Demonstrated knowledge of food ordering, storage, sanitation, and inventory control.
- Demonstrated knowledge of menu planning, quantity food preparation, merchandising, and service.
- Demonstrated strong interpersonal skills necessary for effective work relationships.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Proven fiscal budgetary responsibilities.
- Two years of experience in the warehouse and/or transportation field.
- Experience maintaining building equipment inventory control.
- ServSafe certification.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Boards
- NACUFS
- Culinary Agents
- Poached Jobs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Dining Services | | | | | | | | | | | | |
| 496784 | | | | | | | | | | | | |
| Unqualified | 1 | 4 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 6 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WF did not demonstrate the necessary knowledge of storage, sanitation and merchandising based on her inability to answer questions fully and it was difficult to ascertain if her experience and skills would be transferable to this position.
- 1 WF did not have the necessary level of experience in inventory control and ordering systems. She was also not aware of the whole picture of the Commissary that this position would be responsible for.

The 1 WM selected had experience and knowledge of dining services departments and an in-depth understanding of the position. His experience within dining services provided the necessary skills needed for this position. He had experience supervising staff, knew the logistics of campus, and the ability to control inventory as well as small equipment was relevant to the position. He understood campus dining as well as all aspects of a commissary model of service.

| | |
|---------------|--|
| Search Number | 497025 |
| Department | Dining Services |
| Title | Dining Services Area Assistant Manager |

MINIMUM QUALIFICATIONS

- Bachelor's degree in foods and nutrition, institutional management, a related field, or an equivalent combination of education and experience.
- Three years of relevant experience.
- Ability to obtain ServSafe Certification within 12 months of start date.
- Experience supervising professional food service staff.
- Demonstrated knowledge of food ordering, storage, sanitation, and inventory control.

- Demonstrated knowledge of menu planning, quantity food preparation, merchandising, and service.
- Demonstrated strong interpersonal skills necessary for effective work relationships.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Registration as Registered Dietitian.
- ServSafe Certification.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- NACUFS
- Culinary Agents

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Dining Services | | | | | | | | | | | | |
| 497025 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 8 |

The Unqualified applicants did not meet the minimum qualifications for the job search.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF did not have experience supervising a large staff and high volume in an institutional setting.

The 1 WM selected had an Associate of Arts degree in Business Management. He had prior experience at UConn and additional experience at two other university dining programs. As a Sous Chef at Florida Gulf Coast, he supervised staff, dealt with daily inventory, and assigned work to his culinary team. He also had experience from Florida Southwestern State College, where he developed menus using fresh local ingredients.

| | |
|---------------|--|
| Search Number | 497808 |
| Department | Dining Services |
| Title | Dining Services Area Assistant Manager |

MINIMUM QUALIFICATIONS

- Bachelor's degree in food and nutrition, institutional management, a related field, or an equivalent combination of education and experience.
- Three years of relevant experience.
- Ability to obtain ServSafe Certification within 12 months of start date.
- Experience supervising professional food service staff.
- Demonstrated knowledge of food ordering, storage, sanitation, and inventory control.
- Demonstrated knowledge of menu planning, quantity food preparation, merchandising, and service.
- Demonstrated strong interpersonal skills necessary for effective work relationships.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Registration as a Registered Dietitian.
- ServSafe Certification.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- NACUFS
- Diversity job board
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Dining Services | | | | | | | | | | | | |
| 497808 | | | | | | | | | | | | |
| Unqualified | 5 | 5 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 14 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Grand Total | 7 | 6 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 1 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 2 WM, 1 WF, 1 UU

- 1 WM, 1 WF were found to not have experience supervising professional food service staff in a collective bargaining unit.

The 1 WM selected had experience at Mohegan Sun that was related and transferrable to this position. He had understanding and experience of how a kitchen runs and making decisions regarding the back and front of the house. He had mastered his cooking techniques while teaching culinary classes at Manchester Community College. This experience lent itself well to relating to student customers and student workers. He possessed a master's degree in organizational management which was beneficial to the supervising and organizational aspects of this position. He had experience supervising staff in a collective bargaining unit.

The 1 UU selected had previously worked for Dining Services for several years and had knowledge of how dining services operated due to past assignments in Board and Retail Operations. They had knowledge of FoodPro, the menu management system. In one of their positions within Dining Services, they assisted the management team in handling day-to-day issues. They had several years of supervisory and training experience as a Lead Cashier with Dining Services and experience supervising staff in a collective bargaining unit.

Category 3: Educational Programs/Services

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 3-Educational Programs/Serv | 13 | 0 | 8 | 10 | 4 | 3 | 5 | 6 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------------|----------|----|----------|-------------------------------|-----------|
| 3-Educational Prgrm/Serv | Y | WM | 496769 | Educational Program Manager 2 | 1 |
| | Y | WM | 496782 | Ed Program Administrator | 1 |
| | Y | WM | 496982 | Ed Program Administrator | 1 |
| | Y | WM | 496982 | Lead Instructional Developer | 1 |
| | Y | WM | 497077 | Ed Program Assistant 1 | 1 |
| | Y | WM | 497307 | Ed Program Assistant 2 | 1 |
| | Y | WM | 497419 | Ed Program Assistant 1 | 1 |
| | Y | WM | 497504 | Ed Program Assistant 2 | 1 |
| | Y | BM | 497075 | Ed Program Administrator | 1 |
| | Y | BF | 496982 | Ed Program Assistant 1 | 1 |
| | Y | BF | 496982 | Ed Program Assistant 2 | 1 |
| | Y | BF | 497466 | Ed Program Coordinator | 1 |
| | Y | HF | 496680 | Ed Program Assistant 2 | 1 |
| | Y | HF | 496967 | Sen Ed Program Administrator | 1 |
| | Y | HF | 497225 | Ed Program Assistant 1 | 1 |
| | Y | AF | 497766 | Ed Program Administrator | 1 |
| | N | WF | 496662 | Ed Program Coordinator | 1 |
| | N | WF | 496731 | Educational Program Manager 2 | 1 |
| | N | WF | 496800 | Ed Program Assistant 2 | 1 |
| | N | WF | 496803 | Ed Program Administrator | 1 |
| | N | WF | 496860 | Ed Program Assistant 1 | 1 |
| | N | WF | 496927 | Educational Program Manager 2 | 1 |
| | N | WF | 496948 | Ed Program Assistant 1 | 1 |
| | N | WF | 496982 | Ed Program Assistant 2 | 1 |
| | N | WF | 496982 | Sen Ed Program Administrator | 1 |
| | N | WF | 497029 | Instructional Developer | 1 |
| | N | WF | 497034 | Ed Program Administrator | 1 |
| | N | WF | 497076 | Ed Program Assistant 1 | 1 |
| | N | WF | 497202 | Ed Program Assistant 2 | 1 |
| | N | WF | 497213 | Ed Program Assistant 2 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------|----------|----|----------|------------------------|-----------|
| | N | WF | 497226 | Ed Program Assistant 2 | 1 |
| | N | WF | 497334 | Ed Program Coordinator | 1 |
| | N | WF | 497384 | Ed Program Assistant 2 | 1 |
| | N | WF | 497385 | Ed Program Assistant 1 | 1 |
| | N | WF | 497396 | Ed Program Assistant 1 | 1 |
| | N | WF | 497452 | Ed Program Assistant 2 | 1 |
| | N | WF | 497458 | Ed Program Assistant 2 | 1 |
| | N | WF | 497477 | Ed Program Assistant 2 | 1 |
| | N | WF | 497523 | Ed Program Assistant 1 | 2 |
| | N | WF | 497579 | Ed Program Assistant 2 | 1 |
| | N | WF | PT-FT | Ed Program Assistant 1 | 1 |
| | N | WF | PT-FT | Ed Program Assistant 2 | 2 |
| | N | HF | 497163 | Ed Program Assistant 1 | 1 |
| | N | HF | 497238 | Ed Program Assistant 1 | 1 |
| | N | HF | 497240 | Ed Program Assistant 1 | 1 |
| | N | HF | 497311 | Ed Program Assistant 2 | 1 |
| | N | HF | 497653 | Ed Program Assistant 1 | 1 |
| | N | TF | 497508 | Ed Program Assistant 2 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496769 | | | | | | | | | | | | |
| Unqualified | 1 | 5 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 1 | 11 |
| Qualified | 0 | 4 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 8 |
| Interviewed | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 12 | 0 | 0 | 1 | 2 | 3 | 2 | 0 | 0 | 2 | 26 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496782 | | | | | | | | | | | | |
| Unqualified | 1 | 3 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 5 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 16 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497077 | | | | | | | | | | | | |
| Unqualified | 2 | 8 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 14 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 10 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 18 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497307 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 3 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 10 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497419 | | | | | | | | | | | | |
| Unqualified | 3 | 5 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 13 |
| Qualified | 0 | 5 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 13 | 0 | 1 | 1 | 2 | 0 | 2 | 0 | 0 | 2 | 26 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497504 | | | | | | | | | | | | |
| Unqualified | 0 | 7 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 14 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 10 | 0 | 1 | 0 | 2 | 0 | 3 | 0 | 2 | 2 | 23 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497075 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 7 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 9 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497466 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 6 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 4 | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 1 | 2 | 12 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496680 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 6 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |

This hire met a hiring goal

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496967 | | | | | | | | | | | | |
| Unqualified | 0 | 6 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 6 | 0 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 2 | 13 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497225 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 10 |
| Interviewed | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 3 | 0 | 3 | 1 | 1 | 0 | 2 | 0 | 0 | 2 | 13 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497766 | | | | | | | | | | | | |
| Unqualified | 2 | 5 | 0 | 5 | 0 | 2 | 0 | 3 | 0 | 0 | 3 | 20 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 9 | 0 | 5 | 0 | 2 | 0 | 4 | 0 | 0 | 5 | 28 |

This hire met a hiring goal.

| | |
|---------------|---------------------------------|
| Search Number | 496982 |
| Department | Innovations Institute |
| Title | Educational Program Assistant 2 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496982 | | | | | | | | | | | | |
| Hired | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |

The 2 WM, 2 WF, 2 BF selected without a full search were from The Institute for Innovation and Implementation at the University of Maryland’s School of Social Work which was transitioning to the UConn School of Social Work. The Institute supports state and local governments and organizations in implementing and sustaining effective systems and clinical practices that promote system of care values and best meet the needs of children and youth involved in the public systems and their families.

The 2 WM, 2 BF hired met hiring goals.

| | |
|---------------|---------------------------------|
| Search Number | 496662 |
| Department | Global Affairs |
| Title | Educational Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field.
- Four to five years of related work experience.
- Demonstrated project management and organizational skills.
- Excellent oral and written communication skills with strong attention to detail.
- Excellent analytical, problem-solving, and decision-making skills.
- Team-oriented, with ability to work independently and to exercise initiative.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Visio) and relational databases (Airtable).
- Willingness to work some evening or weekend hours. Ability to travel nationally and internationally for work.

PREFERRED QUALIFICATIONS

- Master’s degree in a related field.
- Demonstrated experience building relationships across sectors (academia, governmental, and non-governmental organizations).

- Experience in a university setting, working collaboratively with faculty, students, and staff.
- Experience managing staff.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Globaljobs.org
- Chronicle for Higher Education
- Idealist.org
- LinkedIn
- NAFSA Region XI listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496662 | | | | | | | | | | | | |
| Unqualified | 2 | 5 | 0 | 0 | 1 | 0 | 0 | 3 | 0 | 0 | 1 | 12 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 8 | 0 | 0 | 1 | 1 | 0 | 3 | 0 | 0 | 3 | 19 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not have a master's degree in a related field.

4 Interviewed applicants: 1 WM, 2 WF, 1 HF

- 1 WM, 1 WF did not demonstrate the ability to build relationships across sectors as during the interview process, they did not exhibit the necessary communication and interpersonal skills for the position.
- 1 HF did not respond to questions regarding organization skills and her responses to working with teammates from external units to accomplish a project indicated that she would not be successful.

The 1 WF selected demonstrated the necessary written and oral communication skills and was detail oriented/organized in her responses to interview questions. She had relevant experience

managing academic programs and described her ability to connect team members with diverse perspectives and priorities to complete a project. She had experience working within academia and understood global business practices.

| | |
|---------------|-------------------------------|
| Search Number | 496731 |
| Department | Engineering |
| Title | Educational Program Manager 2 |

MINIMUM QUALIFICATIONS

- Master’s degree.
- Minimum of five years of higher education, business development, or engineering.
- At least one year of supervisory experience.
- Experience interacting with engineering companies in Connecticut and/or the region.
- Demonstrated ability to work with various groups to achieve stakeholder buy-in and support.

PREFERRED QUALIFICATIONS

- Master’s degree in engineering, business, or management.
- Experience with planning, creating, and growing programs.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Social media
- Academic Keys

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496731 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 7 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 3 WF

- 2 WF did not have relevant experience in planning, creating, and growing programs.

The 1 WF selected had experience in planning, creating, and growing programs based on responses to interview questions. She had a master's degree. In her interview responses, she explained her ability to work with various groups to achieve stakeholder buy-in and support. She also had supervisory experience that was required for this position.

| | |
|---------------|---------------------------------|
| Search Number | 496800 |
| Department | Law |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Two to three years of experience.
- Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.
- Excellent interpersonal skills and the ability to work effectively with the Department/University staff and other individuals and groups.
- Excellent writing and communication skills.

PREFERRED QUALIFICATIONS

- Three to five years of related experience, which demonstrates considerable knowledge of administrative methods and subject areas.
- Demonstrated sincere interest in higher education administration.
- Education or training in subject matter related to program specialty.
- Experience managing public funds and budgets.
- Ability to work to the demands of the position, including event management, which may exceed a 40-hour work week.
- Exceptional skills in MS Office, including mail merge and data management.
- Familiarity with Symplicity software.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Affinity Bar Associations

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496800 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Qualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 5 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WF, 1 BF

- 1 WF, 1 BF did not have 3 - 5 years of related experience and did not indicate knowledge of administrative methods in law related programs in the application materials.

3 Interviewed applicants: 3 WF

- 1 WF did not have the necessary level of related work experience in administrative methods in law related programs as her experience was mainly in elementary education and not transferrable.
- 1 WF had work experience as a lab technician and self-employment and she was unable to communicate how those skills and experience would transfer to this position.

The 1 WF selected had professional administrative experience in a law school. She explained how her communication skills and attention to detail were relevant to this position. She demonstrated clear written and in-person communications with the committee and her references communicated her attention to detail, flexibility, reliability, and work ethic. Her experience was related and transferrable to the type of work required by this position.

| | |
|---------------|-----------------------------------|
| Search Number | 496803 |
| Department | CETL |
| Title | Educational Program Administrator |

MINIMUM QUALIFICATIONS

- Master's degree.
- Minimum of three years of work experience in higher education. One year of experience must be serving as an advanced team member.

- Experience with data-driven strategies to advance student success through continuous curricular improvement and through program-level and course-level alignment of learning objective to assessment measures.
- Demonstrated knowledge of research and best practices related to the assessment of student learning in a higher education setting.
- Familiarity with software related to teaching and learning (learning management systems, assessment software, e.g., Blackboard/Anthology, or comparable programs).
- Demonstrated evidence of furthering equality, diversity, inclusion, social justice, and access in higher education.
- Ability to perform quantitative and qualitative analysis, including but not limited to pivot tables in Excel, developing surveys, and data analysis.
- Ability to work independently and as part of a team.

PREFERRED QUALIFICATIONS

- Minimum of three years in a full-time faculty position in higher education.
- Experience in curricular improvement, in assessment of learning, or instructional design in a higher education setting.
- Experience working with faculty in relation to the assessment of student learning objectives.
- Experience with writing learning objectives, mapping program learning objectives to course objectives, and writing rubrics.
- Experience planning and conducting group and individual trainings or consultations related to curricular improvement.
- Experience supporting the assessment of general education learning outcomes.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Social Media
- Personal networking of position
- Networking with faculty from School of Education
- Distributed posting to members of the University Student Learning Assessment
- LinkedIn
- Twitter

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496803 | | | | | | | | | | | | |
| Unqualified | 4 | 14 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 1 | 4 | 27 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 7 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 19 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 1 | 10 | 40 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 1 WM, 3 WF, 1 HF, 1 UU

- 1 WM, 1 WF declined the offer.
- 1 WF, 1 HF, 1 UU did not have experience working with faculty in relation to the assessment of student learning objectives.

The 1 WF selected had demonstrated experience with curricular design, rubric development, and training instructors. She had worked with student learning objective assessments in her previous position. She had a focus in adult learning and experience in K-12.

| | |
|---------------|---------------------------------|
| Search Number | 496860 |
| Department | Law |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and one year of related experience OR Associate's degree and two to three years of experience in a responsible administrative support position.
- Demonstrated ability to work independently with the ability to solve problems efficiently and effectively.
- Demonstrated ability to work with diverse communities.
- Demonstrated experience providing organizational support in a team environment.
- Proficient in the use of all MS Office applications.
- Excellent attention to detail, communication, organization, and written and interpersonal skills.
- Record of progressive improvement of skills or level of expertise.

PREFERRED QUALIFICATIONS

- Experience in higher education.
- Experience working in a complex, multi-faceted academic office environment.

- Familiarity with student administrative, academic, financial, travel, and payment processing systems.
- Ability to expertly manage time, deadlines, and juggle multiple competing priorities.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Internal recruitment
- Affinity Bar Associations

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496860 | | | | | | | | | | | | |
| Unqualified | 2 | 5 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 11 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 7 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 9 | 1 | 3 | 0 | 1 | 0 | 2 | 0 | 0 | 4 | 23 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 2 WF, 2 BF, 1 UU

- 1 WF did not demonstrate the communication skills to interact with faculty based on responses to questions.
- 1 BF declined the offer.
- 1 BF did not have experience working in a complex, multi-faceted academic office environment.
- 1 UU did not have experience with travel arrangement and scheduling.

The 1 WF selected demonstrated the necessary communication and interpersonal skills in her responses to interview questions. She had experience in higher education and the required administrative duties. In her previous position, she had worked in a complex academic office with responsibilities including travel arrangements and complex scheduling.

| | |
|---------------|-------------------------------|
| Search Number | 496927 |
| Department | Education |
| Title | Educational Program Manager 2 |

MINIMUM QUALIFICATIONS

- Master's degree in measurement/educational assessment, or a related quantitative discipline.
- Five years of professional experience in an education assessment related area, with one year overseeing large projects.
- Working knowledge of program assessment processes and accreditation standards in education (e.g., NEASC, CAEP, APA, CACREP).
- Experience using statistical analysis programs for reporting and decision support, including some knowledge of programming.
- Considerable knowledge of program evaluation and applied research design and analysis.
- Demonstrated independence, creative thinking, and writing in addressing and resolving issues in education assessment and accreditation.
- Ability to work with data from multiple electronic sources.
- Excellent analytical and quantitative skills and strong data visualization skills.
- Excellent oral and written communication skills.
- Ability to work productively and collaboratively with Neag faculty and staff as well as with partners at the University of Connecticut and external partners and stakeholders, including local school districts and the Connecticut State Department of Education.

PREFERRED QUALIFICATIONS

- Doctoral degree in a related area.
- Working knowledge of ERP such as PeopleSoft, SAP, and Banner.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Networking
- Social Media - Facebook and Linked In
- CAEP
- New England Educational Assessment Network
- UCEA - University Council for Educational Administration Job Board
- Indeed
- HireEd Jobs
- The Chronicle of Higher Education
- American Educational Research Association
- American Association of Colleges for Teacher Education

- Evaluation Jobs - American Evaluation Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496927 | | | | | | | | | | | | |
| Unqualified | 3 | 4 | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 1 | 3 | 15 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 1 | 0 | 0 | 2 | 2 | 1 | 0 | 1 | 3 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WF, 1 HF

- 1 HF did not describe her experience level in leading assessment and accreditation efforts outside of emerging data technologies in her responses to interview questions.

The 1 WF selected had experience working on assessment and accreditation issues with faculty and staff. Her experience involved leading accreditation efforts and implementing assessments to support student learning and outcomes. In the interview, she was organized, communicated her ideas, and projects thoroughly. She also described her knowledge of multiple accreditation agency standards and requirements.

| | |
|---------------|---------------------------------|
| Search Number | 496948 |
| Department | Music |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- For the Educational Program Assistant 1 level, bachelor's degree and up to 1 year of experience OR associate's degree and 2-3 years of experience. For the Educational Program Assistant 2 level, bachelor's degree, and 2-3 years of experience.
- Excellent interpersonal skills and the ability to work effectively with the Department/University staff and other individuals or groups.
- Superior organizational and/or supervisory ability.
- Ability to resolve administrative problems efficiently, effectively, and independently.

PREFERRED QUALIFICATIONS

- Thorough understanding of music performance practices, ensembles, and degree programs at academic institutions.

- Basic knowledge of pianos and piano maintenance.
- Knowledge of and facility in Student Administration System software by ORACLE/PeopleSoft.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- SFA Social Media
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496948 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 6 | 6 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 16 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 12 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 24 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

16 Qualified applicants: 6 WM, 6 WF, 1 BF, 1 HF, 1 AF, 1 UU

- 6 WM, 6 WF, 1 BF, 1 HF, 1 AF, 1 UU did not have basic knowledge of pianos and piano maintenance based on application materials provided.

3 Interviewed applicants: 3 WF

- 1 WF did not have the level of knowledge of music performance practices, ensembles, and degree programs required for the position as her experience was limited to that of a recent college graduate.
- 1 WF was a current graduate student and due to this there would be conflicts of interest and issues of confidentiality for a current student to hold this position.

The 1 WF selected described best practices for administration of academic units, such as communication with faculty, management of student records, maintenance of confidentiality. She also demonstrated understanding of how such practices would interface with the operation of an academic music unit. Her answers to interview questions demonstrated her knowledge of the position requirements, specifically the degree programs and music performance practices. She had knowledge of the Oracle Student Administration System and similar databases.

| | |
|---------------|-------------------------|
| Search Number | 497029 |
| Department | UConn eCampus |
| Title | Instructional Developer |

MINIMUM QUALIFICATIONS

- Master's degree in instructional design, education, educational technology, curriculum and instruction, or a closely related field.
- Two to three years of related experience.
- Research-based standards related to the design and development of high-quality courses.
- Experience using instructional design models and theory-based practice in higher education.
- Knowledgeable in current research in teaching and learning specifically in relation to online and hybrid/blended education in higher education.
- Experience using best practices, principles, and methods for curriculum design, development, implementation, and evaluation for individuals and groups.
- Experience developing and maintaining online course materials.
- Experience with identifying the most appropriate solutions for a given educational challenge by applying theoretical ideas and guiding principles of curriculum design.
- Ability to communicate effectively through both oral and written means.
- Respects diversity and works collaboratively with individuals of diverse cultural, social, and educational backgrounds.

PREFERRED QUALIFICATIONS

- Experience implementing nationally recognized standards of course design (e.g., Quality Matters, Online Learning Consortium, etc.).
- Demonstrated ability to apply accessibility standards to a wide range of media and web-based content.
- Experience creating and managing course content and activities using third-party digital content and authoring tools (e.g., Articulate 360, iSpring, SoftChalk, etc.).
- Experience designing and developing high-quality large enrollment online and hybrid/blended academic courses.
- Experience designing and developing high-quality large enrollment MOOCs.
- Experience integrating adaptive learning software and products into higher education courses.
- Demonstrated ongoing professional development and cultivation of a professional network related to higher education, instructional design, and emerging research related to online teaching and learning.
- Demonstrated ability to use outstanding interpersonal communication skills and work as a collaborative, collegial, and supportive member of a team.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Chronicle

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497029 | | | | | | | | | | | | |
| Unqualified | 6 | 19 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 2 | 30 |
| Qualified | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 24 | 0 | 2 | 1 | 1 | 0 | 2 | 0 | 1 | 3 | 45 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Qualified applicants: 1 WM, 3 WF, 1 HM

- 1 WM, 3 WF, 1 HM did not have experience implementing nationally recognized standards of course design (e.g., Quality Matters, Online Learning Consortium, etc.).

5 Interviewed applicants: 2 WM, 1 WF, 2 AF

- 1 WM did not have knowledge of all aspects of online and full instructional design projects as he had not worked on such projects independently.
- 1 WM had experience in consulting that did not use the typical full instructional design model that is followed in higher education.
- 2 AF did not have related experience in instructional design in the online modality.

The 1 WF selected had a PhD in instructional design and Technology and had experience training faculty in teaching and designing online courses. She was certified in Quality Matters Peer Reviewed and a VoiceThread certified educator. She also had experience as an adjunct faculty member, teaching with many modalities.

| | |
|---------------|-----------------------------------|
| Search Number | 497034 |
| Department | Business Graduate Programs |
| Title | Educational Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field and five years of related work experience. One year of experience must be serving as an advanced team member.
- Demonstrated excellent written, verbal, and interpersonal communication skills and the ability to work effectively with School of Business and University staff, as well as applicants, students, faculty, and external constituents.
- Demonstrated experience successfully recruiting students including the ability to plan, organize and execute recruiting events.
- Demonstrated experience handling admissions processes and decision-making.
- Demonstrated ability to handle administrative tasks and creatively resolve problems efficiently, effectively, and independently.
- Dependable transportation and willingness and ability to work nights, weekends, and travel in-state and out-of-state on occasion in support of program activities.

PREFERRED QUALIFICATIONS

- Proven experience working in a higher education environment in a university setting.
- Proven experience working with diverse student groups, programs, or constituents.
- Supervisory experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Ziprecruiter.com
- UConn Daily Digest
- School of Business LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497034 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 3 | 0 | 2 | 4 | 0 | 0 | 1 | 0 | 1 | 0 | 14 |

The Unqualified applicants did not meet the minimum qualifications for this position.

3 Interviewed applicants: 2 WF, 1 TF

- 1 WF, 1 TF did not demonstrate the necessary communication skills needed for this position in their responses to interview questions.

The 1 WF selected had a bachelor's degree and five years of related experience, one serving as an advanced team member. She had experience in higher education working with diverse student groups. Based on her answers to interview questions, she demonstrated the verbal communication and presentation skills needed to work with staff, applicants, students, faculty, and external constituents. She had experience successfully recruiting students and handling admissions processes.

| | |
|---------------|---------------------------------|
| Search Number | 497076 |
| Department | CLAS Business Center |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in business or a related field.
- Up to one year of related experience.
- Excellent communication and interpersonal skills.
- Demonstrated customer service skills.
- Proven ability to manage time in a fast-paced, high-volume environment.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Ability to adaptively work in a deadline-driven environment.
- Excellent computer skills including experience with Microsoft programs.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Community College Network

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497076 | | | | | | | | | | | | |
| Unqualified | 1 | 5 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 11 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 6 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 1 | 1 | 13 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WF, 1 TF

- 1 TF’s experience in customer service skills was not in a fast paced/high volume environment.

The 1 WF selected effectively communicated the different elements of the job description and how she would handle them. She discussed a wide variety of tasks that she performed in previous roles such as managing priorities, staying current on new technological platforms, and organizing to perform effectively and efficiently. She had experience meeting deadlines relating to payroll, course scheduling, and funding commitments.

| | |
|---------------|---------------------------------|
| Search Number | 497202 |
| Department | Tech Park |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in business, communications, STEM, or related field; OR an equivalent combination of education or experience.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated attention to detail.
- Demonstrated ability to work independently and exercise sound judgment on routine tasks.
- Proficient in MS Office Suite.
- U.S. Citizenship required to perform position responsibilities.

PREFERRED QUALIFICATIONS

- Background in a STEM field.
- Previous experience in industry or DoD.
- Ability to work in a deadline-driven environment.
- Self-motivated with a drive for excellence.

- Program management experience a plus.
- Willingness to learn and offer creative solutions.
- Currently holding or eligible to hold a security clearance with the federal government.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Jobs Website
- IPB Website
- UConn Daily Digest
- CT Hires (CT DoL, US DoL)
- Tech Park LinkedIn
- NCURA
- HERC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497202 | | | | | | | | | | | | |
| Unqualified | 4 | 9 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 17 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 11 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected had experience in STEM, displayed attention to detail and exhibited clear communication, and organization skills that were necessary for the position. She had experience creating procedures and with patient-based decisions. She also had experience working with Microsoft Office Suite.

| | |
|---------------|---------------------------------|
| Search Number | 497213 |
| Department | Plant Sci and Landscape Arch |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and 2-3 years of related experience, OR equivalent combination of education and related work experience.
- Excellent organizational skills.
- Ability to efficiently handle multiple tasks at one time.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.
- Proficient in the Microsoft Office suite (Word, Excel, Outlook, etc.).

PREFERRED QUALIFICATIONS

- Experience working at a university or with student groups in a collegiate setting.
- Leadership experience in organizing events, coordinating group activities, and/or online communication for a club or group.
- Demonstrated ability to work effectively with communication technologies, including experience with social media platforms and website maintenance.

Recruitment activities include:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Academic Keys
- LinkedIn
- Indeed
- Personal Contacts

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497213 | | | | | | | | | | | | |
| Unqualified | 2 | 6 | 0 | 0 | 2 | 4 | 0 | 1 | 0 | 0 | 3 | 18 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 13 | 0 | 1 | 2 | 6 | 0 | 2 | 0 | 0 | 6 | 33 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WF, 1 HF, 1 UU

- 1 WF, 1 HF, 1 UU did not provide evidence of leadership experience in organizing events, coordinating group activities, and/or online communication for a club or group in their application materials.

8 Interviewed applicants: 1 WM, 5 WF, 1 HF, 1 AF

- 1 WM did not explain how his experience in organizing events and coordinating group activities was relevant to this role.
- 3 WF did not respond to interview requests.
- 1 WF did not demonstrate the required level of interpersonal communication skills necessary for working with students based on her unclear answers to interview questions. She also did not have experience in a university setting.
- 1 HF, 1 AF did not have the necessary level of professional experience in social media or website maintenance and development for this role. Their ideas regarding recruitment were more in person based on things such as flyers and student ambassadors.

The 1 WF selected demonstrated the necessary interpersonal and communication skills for this role in her responses and interactions during the interview. She had experience working with individuals of a diverse range of skills and experiences and managing large groups through her roles as the president of a student organization and an internship at a museum. She gave direct examples of how her experience with compiling data to create visual pamphlets, in website maintenance, and in social media use for a professional setting was relevant to the role in her responses to interview questions.

| | |
|---------------|---------------------------------|
| Search Number | 497226 |
| Department | Engineering |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and at least two years of related experience.
- Superior verbal, written, and interpersonal communication skills.
- Self-starter with superior organizational skills, including the ability to prioritize, multi-task, and follow through.
- Ability to synthesize large amounts of information into concise analytical reports.
- Experience with event planning and management and/or managing a complex calendar or schedule of activities.
- Proficiency with Microsoft Office Suite software.

- Demonstrated ability to leverage both interpersonal skills and marketing/information technologies to network with and engage internal and external stakeholders.
- Willingness and ability to occasionally work outside of traditional hours, in order to accommodate scheduling requirements and programmatic objectives.

PREFERRED QUALIFICATIONS

- Experience with working with companies in the defense industry.
- Transactional experience working in a budgeting oversight/fiscal capacity.
- Experience working in a research setting or within a university.
- Experience working within, or writing about, STEM disciplines.
- Hands-on experience with project management.
- Experience working with external stakeholders to create partnerships.
- Experience developing program support materials (both web and print) and graphics as well as experience using social media platforms for outreach and communications.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497226 | | | | | | | | | | | | |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |

6 Interviewed applicants: 1 WM, 5 WF

- 1 WM did not have hands on and direct experience in educational program assistance.
- 1 WF did not have the necessary experience in program organization and management.
- 1 WF did not communicate how she would adapt and apply her skills to this role and did not supply references.
- 1 WF did not communicate an understanding of management expectations for the role and did not agree with the salary.
- 1 WF’s technical, social media and communication experience was not relevant to expected tasks associated with this role.

The 1 WF selected demonstrated organization in her approach to tasks and understood the responsibilities and expectations of this role. She communicated her motivation to make contributions that would support both students and faculty.

| | |
|---------------|---------------------------------|
| Search Number | 497334 |
| Department | CT Transportation Institute |
| Title | Educational Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- At least four years of experience with the development of curriculum and/or learning resources for adult learners.
- Ability to work independently and regularly exercise judgment regarding program support details and procedures.
- Self-starter with superior organizational skills, including the ability to prioritize, multi-task, and follow through.
- Strong technical skills including MS Office applications.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to travel to multiple work locations within Connecticut and the region.
- Ability to occasionally work extended hours.

PREFERRED QUALIFICATIONS

- Experience with instructional design and development of virtual learning programs
- Experience with project and event management.
- Experience with supporting non-profit or grant-funded organizations.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- T2 Center Listservs
- Linked In
- Transportation Association Job Posting Websites
- Women in Transportation Symposium
- ITS-CT
- ITE
- CT Training and Development Network
-

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497334 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected had experience developing curriculum and a master's degree in Curriculum and Instruction. She had experience with the development of curriculum and learning resources for adult learners. She had the necessary organizational skills, the ability to prioritize, multi-task, and follow through. She also demonstrated the communication and interpersonal skills needed for the position.

| | |
|---------------|---------------------------------|
| Search Number | 497384 |
| Department | Avery Point Campus |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in education, advising, or a related field.
- Two to three years of experience in learning support.
- Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.
- Strong interpersonal and organizational skills.
- Strong writing and communications skills.
- Demonstrated ability to work with diverse populations.
- Demonstrated leadership experience.
- Demonstrated use of learning management systems (Blackboard, Moodle, Canvas).

PREFERRED QUALIFICATIONS

- Master's degree in education, advising, or a related field.
- Previous supervisory experience in a higher education learning center environment.
- Experience in the professional use of social media.
- Experience in managing payroll systems and budgeting.
- Proficiency in Microsoft Office platforms.
- Knowledge of learning center administration theory and best practices.

Recruitment activities included:

- UConn Careers Website
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Higher Education Recruitment Consortium

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497384 | | | | | | | | | | | | |
| Unqualified | 2 | 13 | 1 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 2 | 22 |
| Qualified | 1 | 8 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 15 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 24 | 3 | 0 | 2 | 3 | 1 | 0 | 0 | 1 | 5 | 42 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

15 Qualified applicants: 1 WM, 8 WF, 2 BM, 1 HM, 3 UU

- 2 WF, 1 BM, 1 HM, 1 UU did not have previous supervisory experience in a higher education learning center environment.
- 1 WM, 3 WF, 1 BM, 1 UU did not have the required experience in the professional use of social media.
- 3 WF, 1 UU did not indicate knowledge of learning center administration theory and best practices in their application materials.

3 Interviewed applicants: 2 WF, 1 TF

- 1 WF did not have relevant experience in payroll, budgeting, or the professional use of social media.
- 1 TF did not have experience managing an academic center of this size and did not have the extent of experience in management, payroll and other administrative functions needed in this position.

The 1 WF selected demonstrated the necessary knowledge of learning center administration theory, managerial skills, and a professional use of social media. She also demonstrated the required communication skills, both written and interpersonal, through her responses to interview questions. She had supervisory and managerial experience as well as payroll and budgeting from her previous position.

| | |
|---------------|---------------------------------|
| Search Number | 497385 |
| Department | Plant Sci and Landscape Arch |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in plant science, agronomy, horticulture, plant pathology, entomology, soil science, or a related field and up to one year of experience working in a plant management field (nursery, greenhouse, farm, forestry, research lab, extension office, etc.) OR Associate's degree in plant science, agronomy, horticulture, plant pathology, entomology, soil science, or a related field and two to three years of experience working in a plant management field (nursery, greenhouse, farm, forestry, research lab, extension office, etc.).
- Comfortable handling plants, soil, insects, and pathogen culture material daily.
- Ability to regularly lift, carry, load, unload, and transport samples and equipment, and stand or sit for long periods of time.
- Excellent organizational, writing, and interpersonal communication skills.
- Knowledge of administrative methods relevant to a position serving the public.
- Demonstrated proficiency with Microsoft Products including Word, Excel, and PowerPoint.
- Valid driver's license and reliable transportation.

PREFERRED QUALIFICATIONS

- Bachelor's degree in plant science, agronomy, horticulture, plant pathology, entomology, soil science, or a related field and two or more years of experience working in a diagnostic laboratory, agricultural extension office, or similar higher education or public-service position.
- Experience working with organisms of significance to plant health and reproduction including pathogenic fungi/bacteria, nematodes, agronomic weeds, insect pests, invasive plants, or pollinators, such as honeybees.
- Experience working with videoconference software, such as Zoom or WebEx.
- Experience using social media in a professional setting.
- Experience designing or updating web pages and social media accounts using online tools (e.g., WordPress, Qualtrics, Twitter, Facebook, MailChimp).
- Experience with scientific writing methods (e.g., use of peer-reviewed sources, proper source citation practices) for writing technical and non-technical articles for the public audience.
- Familiarity with the Cooperative Extension System.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Boards
- National Plant Diagnostic Network
- Connecticut Nursery and Landscaping Association
- American Community Gardening Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497385 | | | | | | | | | | | | |
| Unqualified | 3 | 11 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 2 | 20 |
| Interviewed | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 16 | 0 | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 2 | 28 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Interviewed applicants: 2 WM, 4 WF, 1 AF

- 2 WM, 1 WF did not describe the necessary professional social media, website, newsletter, and content development experience necessary for this position in their responses to interview questions.
- 2 WF, 1 AF did not have the necessary experience working with organisms of significance to plant health and reproduction including pathogenic fungi/bacteria, nematodes, agronomic weeds, insect pests, invasive plants, or pollinators, such as honeybees as seen through her inability to solve the diagnostic questions.

The 1 WF selected had the required professional social media, website, and content development experience based on the portfolio she provided during the interview. She had a degree in Plant Science from UConn and solved all the diagnostic questions accurately. She had demonstrated the necessary oral and written communication skills during her interview. She also had the necessary technological skills as demonstrated by the Ag Stem program that she developed. Regarding client diagnostics, she had previous experience from an internship at the Connecticut Agricultural Experiment Station.

| | |
|---------------|---------------------------------|
| Search Number | 497396 |
| Department | Human Dev and Family Sciences |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and up to one year of related experience OR Associate's degree in business or related field and two to three years of related experience.
- Excellent communication and interpersonal skills.
- Excellent computer skills including experience with Microsoft Office Suite.
- Excellent attention to detail.
- Demonstrated ability to work independently and regularly exercise judgment regarding administrative detail and procedures.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and to demonstrate a commitment to the values of diversity, equity, and inclusion in an educational setting.
- Demonstrated ability to maintain confidentiality of information.
- Demonstrated ability to work in a deadline-driven environment.
- Excellent organizational, problem-solving, and troubleshooting skills.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dept website and social media
- Faculty and staff personal social media
- CLAS sources

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497396 | | | | | | | | | | | | |
| Unqualified | 0 | 14 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 19 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 10 |
| Withdrawn | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 5 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 23 | 1 | 1 | 0 | 4 | 0 | 0 | 3 | 2 | 3 | 37 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

10 Qualified applicants: 5 WF, 3 HF, 2 TF

- 2 WF, 1 HF, 1 TF did not have experience working in a higher education setting.
- 3 WF, 2 HF, 1 TF did not indicate the necessary organizational, problem solving, and troubleshooting skills based on application materials.

3 Interviewed applicants: 2 WF, 1 UU

- 1 WF's experience was mostly at a cooperative extension not as part of the central academic functions so her skills were more general and not directly related to academic department functions
- 1 UU did not describe their ability to work independently, or problem solve in critical situations.

The 1 WF selected had experience working in a busy academic department office. She had knowledge of systems like those utilized at UConn. She had developed processes from systems and has trained others in these areas. She demonstrated the ability to work in a stressful environment and a willingness to learn in her responses to interview questions.

| | |
|---------------|---------------------------------|
| Search Number | 497452 |
| Department | CT Entrepreneurship Innov Ctr |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, marketing, entrepreneurship, or a related field.
- Two to three years of administrative experience in higher education, business or entrepreneurial setting, or related combination of experience.
- Proven flexibility, initiative, good judgment and discretion, and experience resolving problems efficiently, effectively, and independently.
- Demonstrated experience working accurately and meeting deadlines.
- Proven experience planning, organizing, and executing events.
- Demonstrated excellent written and oral communication skills.
- Demonstrated excellent interpersonal and teamwork skills, with the ability to work effectively and collaboratively with students, faculty, staff, and external constituents.
- Willingness and ability to work nights and weekends.
- Dependable transportation and willingness and ability to travel to both the Storrs and Hartford CCEI locations regularly as well as other UConn campuses and in-state locations.

PREFERRED QUALIFICATIONS

- Demonstrated experience working in a higher education environment in a University setting.
- Demonstrated experience supporting marketing and communications efforts.
- Demonstrated experience supporting a grant-funded or foundation-funded program.
- Demonstrated experience updating websites using Aurora WordPress or similar software.
- Demonstrated experience supervising student workers and/or other employees.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- School of Business Minority Serving Institutions distribution list
- www.higheredjobs.com
- www.ziprecruiter.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497452 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 2 | 0 | 1 | 1 | 1 | 2 | 0 | 0 | 2 | 14 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 2 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 4 | 2 | 0 | 1 | 1 | 2 | 2 | 0 | 0 | 5 | 19 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 AM, 1 UU

- 1 AM, 1 UU did not indicate experience working in a higher education environment in a university setting in their application.

1 Interviewed applicant: 1 WF

The 1 WF selected had a BS in Business Administration and more than two years of administrative experience in a higher education/entrepreneurial setting and grant-funded program. She exhibited communication and interpersonal skills that were suitable for the position during her interview. She provided an example of events that she was responsible for and described her supervisory experience. She demonstrated the ability to solve problems, take initiative, and work as part of a team.

| | |
|---------------|---------------------------------|
| Search Number | 497458 |
| Department | Physiology and Neurobiology |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Two to three years of relevant experience.
- Ability to work independently and regularly exercise judgment regarding administrative and program support details and procedures.
- Excellent organizational, problem-solving, and troubleshooting skills.
- Excellent work ethic, interpersonal skills, dependability, consistency, and attention to detail.
- Excellent written and verbal communication skills.
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management.
- Provide event coordination, meeting planning, and academic program scheduling.
- Respect diversity and work collaboratively with individuals of diverse cultural, social, and educational backgrounds.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Ability to work in a deadline-driven environment.
- Excellent computer skills including but not limited to intermediate to advanced knowledge of Microsoft programs.
- Ability to learn new skills and be flexible, including, but not limited to learning University software and programs.
- Ability to maintain confidentiality of information.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Chronicle of Higher Ed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497458 | | | | | | | | | | | | |
| Unqualified | 0 | 6 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 2 | 11 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 8 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 3 | 16 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 1 WM, 2 WF, 1 UU

- 1 WM did not demonstrate the necessary administrative experience, as his interview responses were more financially focused.
- 1 WF did not have the necessary experience in higher education and did not answer questions completely.
- 1 UU did not respond to interview requests.

The 1 WF selected had the necessary experience in systems like those used at UConn and Microsoft Office. She also demonstrated the required interpersonal communication skills and knowledge in her field through her detailed responses to the interview questions.

| | |
|---------------|---------------------------------|
| Search Number | 497477 |
| Department | Engineering |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and two to three years of experience in a responsible administrative support position.
- Demonstrated ability to work independently with problem-solving skills.
- Highly organized self-starter with excellent time-management skills.
- Excellent attention to detail, communication, written, and interpersonal skills.
- Ability to efficiently prioritize workload.
- Proficient in the use of all MS Office applications.

PREFERRED QUALIFICATIONS

- Bachelor's degree and three to five years of experience in a responsible administrative support position.

- Experience with financial record keeping, creating reports, and drafting correspondence with time-sensitive data.
- Familiarity with online account management systems for travel, purchasing, payroll, or student records.
- Prior event planning experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn Jobs
- Daily Digest
- Professional Education Advisory Board Committee

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| <i>497477</i> | | | | | | | | | | | | |
| Unqualified | 1 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 8 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 10 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 15 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WF, 1 UU

- 1 WF, 1 UU did not demonstrate the necessary attention to detail, communication, written, and interpersonal skills based on their responses to interview questions.

The 1 WF selected had the necessary Microsoft office skills based on her performance in a Microsoft office assessment. She had the necessary managerial experience as demonstrated by her three years as an Office Manager. Her interview responses described her ability to work independently and manage her time, which were both required skills for this position.

| | |
|---------------|---------------------------------|
| Search Number | 497523 |
| Department | Psychological Sciences |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in business or a related field.
- Up to one year of related experience.
- Excellent communication and interpersonal skills.
- Demonstrated customer service skills.
- Proven ability to manage time in a fast-paced high-volume environment.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Ability to adaptively work in a deadline-driven environment.
- Excellent computer skills including experience with Microsoft programs.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Handshake
- Cultural Centers (Asian, Puerto Rican, Rainbow)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497523 | | | | | | | | | | | | |
| Unqualified | 3 | 4 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 11 |
| Qualified | 2 | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 7 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 6 | 11 | 0 | 2 | 2 | 3 | 0 | 0 | 0 | 1 | 2 | 27 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Qualified applicants: 2 WM, 1 WF, 1 HM, 2 HF, 1 UU

- 2 WM, 1 WF, 1 HF, 1 UU did not have the necessary experience working in a higher education setting.
- 1 HM, 1 HF did not indicate experience to adaptively work in a deadline driven environment in their application materials.

5 Interviewed applicants: 1 WM, 3 WF, 1 TF

- 1 WM did not communicate the necessary administrative experience working in a deadline driven environment and was confused about specific responsibilities of the position.
- 1 WF did not have relevant experience working in higher education.
- 1 TF did not respond to interview requests.

The 1 WF selected demonstrated the required customer service experience, organizational skills, as well as knowledge of higher education systems based on her responses to interview questions. She also had the necessary experience in higher education and academic discipline.

The 1 WF selected demonstrated the required level of experience in higher education administration and knowledge of computer platforms utilized at the University. Her responses to interview questions supported her ability to work with diverse populations in an educational setting and to work in a deadline driven environment.

| | |
|---------------|---------------------------------|
| Search Number | 497579 |
| Department | History |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and two to three years of progressively responsible administrative experience.
- Highly organized self-starter with excellent time-management skills.
- Excellent computer skills including MS Office and enterprise software.
- Excellent attention to detail, communication, written, and interpersonal skills.
- Ability to efficiently prioritize workload.

PREFERRED QUALIFICATIONS

- Four years or more of directly related experience.
- Experience coordinating, planning, and executing events.
- Experience with website design and maintenance, familiarity with WordPress.
- Experience working in a higher education academic environment.
- Experience with Quali, PeopleSoft, PageUp, or similar university enterprise software.
- Experience with Canva, Adobe Creative Suite/Photoshop, or similar graphic design software.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Hartford Courant
- Providence Journal

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497579 | | | | | | | | | | | | |
| Unqualified | 4 | 5 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 14 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 11 | 0 | 1 | 1 | 2 | 0 | 2 | 0 | 0 | 2 | 24 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 2 WF, 1 AF

- 1 WF, 1 AF did not have the necessary experience coordinating, planning, and executing events.
- 1 WF did not have the required experience working with Quali, Peoplesoft, PageUp, or similar university enterprise software.

4 Interviewed applicants: 3 WF, 1 UU

- 1 WF did not describe her knowledge of and level of ability to use enterprise and graphic software.
- 1 WF, 1 UU did not demonstrate the required communication skills for this role based on their responses to their interview questions.

The 1 WF selected had experience planning, coordinating, and executing events related to this role. Through her responses to interview questions about her past six years of related experience, she also demonstrated the required higher education software system, creative software, and website maintenance knowledge.

| | |
|---------------|-----------------------------------|
| Search Number | Part-Time to Full-Time |
| Department | Department of Extension Fairfield |
| Title | Educational Program Assistant 1 |

1 WF moved from Part-Time to Full Time

| | |
|---------------|---------------------------------|
| Search Number | Part-Time to Full-Time |
| Department | Social Work |
| Title | Educational Program Assistant 2 |

1 WF moved from Part-Time to Full Time

| | |
|---------------|---------------------------------|
| Search Number | Part-Time to Full-Time |
| Department | Nutritional Sciences |
| Title | Educational Program Assistant 2 |

1 WF moved from Part-Time to Full Time

| | |
|---------------|---------------------------------|
| Search Number | 497163 |
| Department | Digital Media Design |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree or equivalent combination of education and work experience.
- Up to one year of experience that demonstrates knowledge of administrative processes working independently and as part of a team.
- Demonstrated communication and interpersonal skills.
- Demonstrated organizational and problem-solving skills.
- Knowledge of Microsoft Office (Excel, Word, PowerPoint) and Google equivalents.

PREFERRED QUALIFICATIONS

- 1 to 3 years of experience that demonstrates knowledge of administrative processes.
- Experience in a higher education academic setting.
- Ability to work in a deadline-driven environment.
- Demonstrated ability to work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.
- Experience with audio/visual equipment and/or Adobe Creative Suite.
- Customer service experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497163 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 1 | 0 | 0 | 2 | 1 | 1 | 1 | 1 | 0 | 11 |
| Qualified | 9 | 6 | 0 | 2 | 2 | 2 | 0 | 2 | 0 | 0 | 1 | 24 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 10 | 2 | 3 | 2 | 5 | 1 | 3 | 1 | 1 | 1 | 41 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

24 Qualified applicants: 9 WM, 6 WF, 2 BF, 2 HM, 2 HF, 2 AF, 1 UU

- 6 WM, 6 WF, 2 BF, 2 HM, 2 HF, 2 AF, 1 UU did not have experience with audio/visual equipment and/or Adobe Creative Suite.
- 3 WM did not have experience working in a higher education academic setting.

4 Interviewed applicants: 1 WF, 1 BM, 1 BF, 1 HF

- 1 WF, 1 BM did not have the necessary experience working independently in an administrative environment.
- 1 BF did not demonstrate the communication and interpersonal skills needed to work with a diverse group of faculty and students in her interview interactions and responses to questions. Her experience with payroll and budgeting was not administrative and she did not have experience working in a university setting, or knowledge of university policies and procedures.

The 1 HF selected had direct experience in advertising public outreach and community relations. She demonstrated the ability to maintain clear departmental metrics and was familiar with both purchasing and ordering procedures used at the University. Her responses to interview questions were detailed and clear and she demonstrated the communication skills needed for the positions in her interactions with the search committee. She provided references that described her work ethic and professional abilities.

| | |
|---------------|---------------------------------|
| Search Number | 497238 |
| Department | Department of Extension |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Four years of profession-based experience in community nutrition or related field; or Bachelor's degree in a related field and up to one year of related experience; or Associate's degree and two to three years of related experience.
- Demonstrated background in community health and wellness, which includes experience working with families and youth or other disciplines related to program needs.
- Strong evidence of interpersonal, written, and oral communication skills.
- Strong technology skills including demonstrated use of Microsoft Office and experience with data entry.
- Demonstrated experience with social media outreach.
- Willingness and ability to work weekend and evening hours as needed.
- Willingness and ability to travel within New Haven County for programming activities
- Must have available personal transportation and a valid driver's license.

PREFERRED QUALIFICATIONS

- Oral and written fluency in Spanish.
- Experience with teaching and/or public speaking.
- Experience establishing and maintaining community partnerships.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Healthcare Educator Job Postings
- CAHNR Communications
- Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497238 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 10 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 1 WF, 2 HF, 1 UU

- 1 WF, 1 UU did not have the necessary experience in community health and wellness specific to underserved communities included in EFNEP’s target audience.
- 1 HF did not have the required knowledge of nutrition sciences and had not worked independently in her previous position.

The 1 HF selected had the required Spanish language proficiency as well as public speaking experience for this role. Based on her responses to interview questions, she had the necessary background in nutrition as well as experience working and volunteering with low-income communities. Through the research put into her presentation, the committee was able to identify initiative as well as the ability to work independently and as part of a team.

| | |
|---------------|---------------------------------|
| Search Number | 497240 |
| Department | Department of Extension |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Four years of profession-based experience in community nutrition or related field; or Bachelor's degree in a related field and up to one year of related experience; or Associate's degree and two to three years of related experience.
- Demonstrated background in community health and wellness, which includes experience working with families and youth or other disciplines related to program needs.
- Strong evidence of interpersonal, written, and oral communication skills.
- Strong technology skills that include demonstrated use of Microsoft Office and experience with data entry.
- Demonstrated experience with social media outreach.
- Willingness and ability to work weekend and evening hours as needed.
- Willingness and ability to travel within Fairfield County for programming activities and related meetings.
- Must have available personal transportation and a valid driver’s license.

PREFERRED QUALIFICATIONS

- Oral and written fluency in Spanish.
- Experience with teaching and/or public speaking.
- Experience establishing and maintaining community partnerships.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Healthcare Educator Job Postings
- CAHNR Communications
- Extension Website
- Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497240 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 4 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 8 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 2 WF, 2 HF

- 1 WF did not have the required experience in community health and wellness specific to underserved communities included in EFNEP’s target audience.
- 1 WF was not fluent in Spanish.
- 1 HF did not demonstrate the ability to communicate with her target audience of EFNEP individuals as her responses to interview questions were academic in content.

The 1 HF selected had the required Spanish language proficiency as well as public speaking experience for this role. She also demonstrated her experience by discussing her role of several years as a peer educator in the Women, Infants, and Children program run by the United States Food and Nutrition Service which serves similar populations as the Expanded Food and Nutrition Education Program that this position works with.

| | |
|---------------|---------------------------------|
| Search Number | 497311 |
| Department | Social Work Instruct and Rsrch |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- 2-3 years of related experience.
- Demonstrated ability to provide administrative and program support.

- Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative and student matters.
- Good interpersonal and organizational skills.
- Proficient writing and communication skills.
- Proficiency with Microsoft Office Suite, including Outlook, Excel, etc.

PREFERRED QUALIFICATIONS

- Work experience in a college or university academic setting.
- Familiarity with University of Connecticut/State of Connecticut regulations, policies, and procedures.
- Familiarity with student records systems, such as PeopleSoft and Slate.
- Familiarity with student academic regulations, policies, and procedures.
- Spanish language proficiency.
- Candidates must demonstrate Spanish proficiency through an exam.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Blacks in Higher Education
- Latinos in Higher Education
- Women in Higher Education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497311 | | | | | | | | | | | | |
| Unqualified | 1 | 5 | 0 | 2 | 0 | 0 | 2 | 2 | 0 | 0 | 1 | 13 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 8 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 10 | 0 | 3 | 0 | 2 | 2 | 2 | 0 | 0 | 3 | 23 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 WF, 1 HF

- 1 WF did not have the necessary administrative and program support experience required for this position as their prior experience has been primarily focused on international students.

The 1 HF selected for this position was fluent in Spanish and described her work with diverse communities, particularly the Latinx population, through her detailed responses to the interview questions. She also demonstrated the necessary communication skills for this position in her interactions during the interview. Her prior administrative work experience in a college was relevant to this position.

| | |
|---------------|---------------------------------|
| Search Number | 497653 |
| Department | Molecular and Cell Biology |
| Title | Educational Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Up to one year of experience in a responsible administrative support position which demonstrates a thorough knowledge of administrative methods.
- Ability to work independently and regularly exercise judgment regarding administrative and program support details and procedures.
- Strong technical skills including MS Office applications.
- Excellent verbal, written, and interpersonal communication skills.

PREFERRED QUALIFICATIONS

- Experience with project and event management.
- Experience in a higher education setting.
- Experience with applications like HuskyBuy, Concur, KFS, WebFocus, PageUp, and PaperSave.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- MCB Website
- MCB listserv
- EEB Listserv
- College Central Network

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497653 | | | | | | | | | | | | |
| Unqualified | 2 | 7 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 11 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 12 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 2 | 19 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 2 WF, 1 UU

- 2 WF did not have experience with applications like HuskyBuy, Concur, KFS, WebFocus, PageUp, and PaperSave.
- 1 UU did not provide evidence in applications materials of their experience engaging, connecting, and working with diverse student administrative and faculty populations.

5 Interviewed applicants: 3 WF, 1 HF, 1 UU

- 1 WF did not have hands-on administrative or project management experience.
- 1 WF did not describe her project management skills and she did not have experience with office applications.
- 1 WF did not provide clear examples of her skills and experience.
- 1 UU's experience was mostly in the health care field, and she did not have the administrative and project management skills necessary for the position.

The 1 HF selected demonstrated the necessary interpersonal communication skills for this position through her responses to the interview questions. She had the required computer, project management, and data management system skills. She also possessed the necessary administrative experience and skills for this position.

| | |
|---------------|---------------------------------|
| Search Number | 497508 |
| Department | Dept of Extension Tolland |
| Title | Educational Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and 2 to 3 years of experience in plant science or agriculture, or an equivalent combination of education, training, and experience.

- Demonstrated knowledge or experience with integrated pest management (IPM) principles, including the use of cultural, biological, and chemical control methods to manage pests in a safe, effective, and environmentally responsible manner.
- Demonstrated experience using a variety of social media platforms to engage with audiences.
- Excellent writing and verbal communication skills.
- Commitment to working with diverse audiences and practicing principles of DEI to ensure that all individuals feel valued, respected, and included.
- Commitment to work occasional weekends and evenings as needed.
- Have reliable transportation and a valid driver’s license.
- Able to work outdoors for extended periods in adverse weather conditions.

PREFERRED QUALIFICATIONS

- Demonstrated experience conducting outreach activities, including developing and delivering educational programs and materials, and preparing extension publications and reports.
- Demonstrated experience designing and implementing program evaluation protocols to measure the performance of outreach programs, including collecting, and analyzing data from diverse stakeholder groups.
- Ability to organize and facilitate meetings with small and large groups.
- Demonstrated work ethic and ability to self-direct while working collaboratively.
- Bilingual in Spanish.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Connecticut Weekly Agricultural Report by CT Department of Agriculture
- Listserv for Vegetable Extension Specialists in New England and New York
- UConn CAHNR Comm

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497508 | | | | | | | | | | | | |
| Unqualified | 4 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 8 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Grand Total | 5 | 2 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 1 | 1 | 13 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WM, 1 AM, 1 UU

- 1 WM, 1 AM, 1 UU did not indicate the necessary experience in designing and implementing program evaluation protocols to measure the performance of outreach programs, including collecting, and analyzing data from diverse stakeholder groups in the application materials.

2 Interviewed applicants: 1 AM, 1 TF

- 1 AM did not have a valid driver's license and would be unable to have reliable transportation.

The 1 TF selected demonstrated the necessary communication and interpersonal skills by discussing their experience in consulting with farmers as well as their understanding of farmers' needs and tailoring their support accordingly. They also discussed their experience in scouting, plant and soil sample collection as well as designing newsletters and presenting to farmers. Regarding technology, they had the required experience in utilizing web pages, multimedia technologies, and social media to reach and engage growers and stakeholders.

Category 3: Facilities and Athletic Management

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---|----|----|----|----|----|----|----|----|
| 3-Facilities & Athletic Management | 0 | 0 | 1 | 1 | 13 | 1 | 1 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|---|----------|----|----------|--------------------------------|-----------|
| 3-Facilities & Athletic Mngmnt | Y | HM | 497514 | Facilities Professional | 1 |
| | N | WM | 497088 | Asst Mngr Ath Equip Facilities | 1 |
| | N | WM | 497482 | Asst Mngr Ath Equip Facilities | 1 |
| | N | WM | 497514 | Facilities Professional | 1 |
| | N | WM | 497584 | Asst Mngr Ath Equip Facilities | 1 |
| | N | WM | 497697 | Asst Mngr Ath Equip Facilities | 1 |

| | |
|---------------|-------------------------|
| Search Number | 497514 |
| Department | CLAS Facility Services |
| Title | Facilities Professional |

MINIMUM QUALIFICATIONS

- Eight or more years of related experience in a variety of trades relevant to general building functions including carpentry, plumbing, electrical, HVAC, and mechanical, or a combination of education and related experience.
- Knowledge of building materials and methods.
- General abilities with the Microsoft Office suite, particularly with Excel and Outlook.
- Strong interpersonal skills, and the ability to work with faculty members, staff, and students.
- Valid driver's license (ability to drive University vehicles).
- Ability to climb ladders, kneel, reach above the shoulder, stand and/or walk for extended periods of time, and may be required to wear personal protective equipment (PPE).

PREFERRED QUALIFICATIONS

- Knowledge of building systems and building management best practices.
- Experience in specifying and purchasing parts or equipment.
- Experience working in an academic or laboratory/research setting.
- Understanding and minor maintenance of water purification systems, laboratory hoods, and electronic locksets.
- Ability to work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed.com
- Chronicle of Higher Ed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Facilities & Athletic Management | | | | | | | | | | | | |
| 497514 | | | | | | | | | | | | |
| Unqualified | 22 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 26 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 32 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 2 | 38 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 2 WM

- 2 WM did not indicate knowledge of building systems and building management best practices in their application materials.

7 Interviewed applicants: 6 WM, 1 HM

- 2 WM did not demonstrate skills or knowledge in building management as they did not elaborate on answers or give examples showing how to apply their knowledge.
- 1 WM did not demonstrate the necessary management skills and was unable to provide responses to interview questions regarding difficult situations.
- 1 WM did not respond to requests for interview.
- 1 WM did not describe his technical ability to manage buildings on campus or the customer service and communication skills to work effectively with faculty and staff.

The 1 HM hired met a hiring goal.

The 1 WM selected described his knowledge of building materials and building management in detail. He demonstrated that he had the applicable technical skills and knowledge to complete the duties necessary for this position. He spoke of his previous customer service positions and ways to make customers feel comfortable and build rapport.

| | |
|---------------|--|
| Search Number | 497088 |
| Department | Athletics Equipment Center |
| Title | Assistant Manager, Athletic Equipment & Facilities |

MINIMUM QUALIFICATIONS

- Bachelor's degree in an appropriate field and two years of experience working in a football equipment room. An equivalent combination of education and experience may be considered.
- AEMA (Athletic Equipment Manager's Association) certification or the ability to become certified within a year of hire.
- Knowledge of all types of athletic equipment and its proper use.
- Knowledge of OSHA standards for blood-borne pathogens.
- Supervisory skills.
- Detail oriented.
- Basic computer application knowledge.
- Excellent interpersonal, organizational, teamwork, and collaboration skills.

PREFERRED QUALIFICATIONS

- Master's degree in the appropriate field.
- Minimum two years of experience overseeing the daily operations of a Football Equipment Room at the FBS, NFL level.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- NCAA
- D1 Ticker
- AEMA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Facilities & Athletic Management | | | | | | | | | | | | |
| 497088 | | | | | | | | | | | | |
| Unqualified | 21 | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 26 |
| Qualified | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 31 | 1 | 4 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 39 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Qualified applicants: 3 WM, 1 BM, 1 AF

- 3 WM, 1 BM, 1 AF did not have satisfactory reference checks.

7 Interviewed applicants: 6 WM, 1 HM

- 1 WM did not have related supervisory experience.
- 1 WM, 1 HM declined the offer of employment.
- 1 WM did not accurately answer the questions regarding the protective equipment required for the position.
- 1 WM could not articulate the level of organizational skills and attention to detail needed to manage the complexities of this position and he did not provide in-depth answers to questions.
- 1 WM did not demonstrate a knowledge of working with all different types of equipment.

The 1 WM selected had leadership and monitoring experience and product knowledge. His attention to detail and interpersonal, organizational, teamwork and collaboration skills were demonstrated during the interview. He spoke about how he would lead and mentor assistants and student managers. Additionally, he had experience overseeing the daily operations on an NFL level.

| | |
|---------------|--|
| Search Number | 497482 |
| Department | Athletics Equipment Center |
| Title | Assistant Manager, Athletic Equipment & Facilities |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in an appropriate field and two to three years of related experience working in a Football equipment room.
- AEMA (Athletic Equipment Manager Association) certification or certification within one year from the date of hire.
- Knowledge of all types of athletic equipment and its proper use.
- Knowledge of OSHA standards for blood-borne pathogens.
- Supervisory experience.
- Basic computer application knowledge.
- Excellent interpersonal, organizational, teamwork, and collaboration skills.
- Independent worker and self-starter.
- Ability to work flexible and irregular hours including weekends and some travel required.

PREFERRED QUALIFICATIONS

- Master’s degree.
- Knowledge base working with computerized inventory system.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards
- UconnHuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Facilities & Athletic Management | | | | | | | | | | | | |
| 497482 | | | | | | | | | | | | |
| Unqualified | 15 | 2 | 3 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 24 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 5 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 21 | 4 | 4 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 34 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 6 WM, 2 WF, 1 BM

- 3 WM did not have the supervisory experience needed.
- 2 WM, 1 WF did not answer questions correctly about athletic equipment.
- 1 WF did not respond to request for an interview.
- 1 BM did not have necessary logistical and organizational skills and did not communicate managerial experience pertaining to student-athlete interactions.

The 1 WM selected displayed the interpersonal and communication skills needed for the position. He was able to discuss his experience with computerized logistical processes, and his plan for supervising student managers in an athletic setting. He was able to discuss his knowledge of inventory and athletic equipment and demonstrated an ability to effectively collaborate with student-athletes and other staff.

| | |
|---------------|--|
| Search Number | 497584 |
| Department | Athletics Equipment Center |
| Title | Assistant Manager, Athletic Equipment & Facilities |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Two years of postgraduate experience in the sport of hockey with a concentration in equipment/team operations.
- Knowledge of athletic equipment and its proper use.
- Knowledge of OSHA standards for blood-borne pathogens.
- Certified through the Athletic Equipment Managers Association or possess the ability to become certified.
- Familiarity with applicable NCAA and affiliated conference rules and regulations.
- Excellent interpersonal, organizational, teamwork, and collaboration skills.

PREFERRED QUALIFICATIONS

- Three years of postgraduate experience in the sport of hockey with a concentration in equipment/team operations.
- Supervisory experience.
- Working knowledge of computerized inventory systems.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards
- UconnHuskies.com
- Professional Networking
- PHATS/SPHEM website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Facilities & Athletic Management | | | | | | | | | | | | |
| 497584 | | | | | | | | | | | | |
| Unqualified | 9 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 16 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 3 WM, 1 WF

- 1 WM, 1 WF did not demonstrate their knowledge of equipment and its proper use.
- 1 WM did not demonstrate the necessary interpersonal or communication skills needed for the position in his interactions with the search committee.

The 1 WM selected demonstrated interpersonal, communication, and problem-solving skills needed for the position. He explained his experience with athletic equipment and its functions. He was able to articulate operational experience within athletic settings, and how he would apply his knowledge and experience to a student-athlete setting in a professional manner. He was able to discuss his time working in other professional settings and his organizational skills necessary for this position.

| | |
|---------------|--|
| Search Number | 497697 |
| Department | Athletics |
| Title | Assistant Manager, Athletic Equipment & Facilities |

MINIMUM QUALIFICATIONS

- Bachelor's degree in an appropriate field.
- Two or more years of relevant experience in collegiate and/or professional event/facility management.
- Demonstrated ability to work independently and identify and resolve problems efficiently and effectively.

PREFERRED QUALIFICATIONS

- Master's degree in a related field.
- Previous NCAA Division I experience in event/facility management.
- Previous experience with coordinating, supervising, and organizing event staff and students.
- Demonstrated knowledge of all applicable Conference and NCAA rules and regulations.

- Ability to work in a fast-paced environment and make decisions in a timely and professional manner.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- CEFMA/NACDA
- D1.ticker

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Facilities & Athletic Management | | | | | | | | | | | | |
| 497697 | | | | | | | | | | | | |
| Unqualified | 27 | 13 | 3 | 4 | 4 | 2 | 1 | 0 | 2 | 1 | 1 | 58 |
| Qualified | 8 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 11 |
| Interviewed | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 8 |
| Withdrawn | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 44 | 14 | 5 | 4 | 5 | 2 | 1 | 0 | 2 | 1 | 5 | 83 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

11 Qualified applicants: 8 WM, 1 WF, 1 BM, 1 UU

- 7 WM, 1 WF, 1 BM, 1 UU did not have previous NCAA Division 1 experience in event/facility management.
- 1 WM did not have previous experience with coordinating, supervising, and organizing event staff and students.

9 Interviewed applicants: 7 WM, 1 HM, 1 UU

- 5 WM, 1 HM did not demonstrate the ability to work in a fast-paced environment and make decisions in a timely and professional manner.
- 1 WM did not describe his experience with and knowledge of coordinating, supervising, and organizing event staff and students as related to NCAA conference rules
- 1 UU did not demonstrate the ability to work independently and identify and resolve problems efficiently and effectively in their responses to interview questions about problematic situations.

The 1 WM selected demonstrated the ability to coordinate, supervise and organize students and event staff. He communicated experience with facility and event management in a NCAA Division 1 setting. He demonstrated an ability, through examples, to work effectively in a fast-paced environment and ability to resolve problems effectively and efficiently. He described examples of events and facilities he managed previously.

Category 3: Finance Acct. Budget

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 3-Finance Acct Budget | 10 | 0 | 0 | 2 | 1 | 2 | 4 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------------|----------|----|----------|-----------------------|-----------|
| 3-Finance Acct Budget | Y | WM | 497176 | Financial Assistant 1 | 1 |
| | Y | WM | 497788 | Financial Assistant 1 | 1 |
| | Y | WM | 497790 | Financial Assistant 1 | 1 |
| | Y | WM | 497805 | Financial Assistant 1 | 1 |
| | Y | BF | 497427 | Financial Assistant 2 | 1 |
| | Y | HM | 497427 | Financial Assistant 1 | 1 |
| | Y | HF | 496786 | Financial Analyst 1 | 1 |
| | Y | AM | 496636 | Financial Assistant 2 | 1 |
| | Y | AM | 497150 | Financial Assistant 1 | 1 |
| | Y | AM | 497776 | Financial Assistant 1 | 1 |
| | N | WF | 496426 | Financial Assistant 1 | 2 |
| | N | WF | 496599 | Financial Assistant 2 | 1 |
| | N | WF | 496600 | Financial Assistant 2 | 1 |
| | N | WF | 496665 | Financial Analyst 2 | 1 |
| | N | WF | 497037 | Financial Assistant 2 | 2 |
| | N | WF | 497150 | Financial Assistant 1 | 1 |
| | N | WF | 497317 | Financial Assistant 1 | 1 |
| | N | WF | 497483 | Financial Assistant 1 | 1 |
| | N | WF | 497490 | Financial Assistant 1 | 1 |
| | N | WF | 497564 | Financial Assistant 1 | 1 |
| | N | WF | 497566 | Financial Assistant 1 | 1 |
| | N | WF | 497690 | Financial Analyst 1 | 1 |
| | N | BM | 496779 | Financial Assistant 1 | 1 |
| | N | BM | 497490 | Financial Assistant 1 | 1 |
| | N | AF | 496873 | Financial Assistant 1 | 1 |
| | N | AF | 497037 | Financial Assistant 2 | 1 |
| | N | TF | 496977 | Financial Assistant 1 | 1 |
| | N | TF | 497649 | Financial Assistant 2 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497176 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 3 | 1 | 0 | 2 | 1 | 0 | 2 | 0 | 0 | 1 | 14 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497788 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 1 | 7 |
| Qualified | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 7 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 2 | 0 | 2 | 2 | 1 | 2 | 1 | 0 | 2 | 20 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497790 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 10 |
| Qualified | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 5 |
| Withdrawn | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Interviewed | 4 | 4 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 12 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 8 | 2 | 1 | 1 | 2 | 1 | 3 | 2 | 1 | 0 | 32 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497805 | | | | | | | | | | | | |
| Unqualified | 7 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 11 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 5 | 1 | 0 | 0 | 2 | 0 | 2 | 0 | 0 | 2 | 21 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497427 | | | | | | | | | | | | |
| Unqualified | 3 | 9 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 2 | 17 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 4 | 12 | 0 | 2 | 1 | 2 | 0 | 1 | 1 | 0 | 2 | 25 |

These hires met hiring goals.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496786 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 4 | 13 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496636 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 3 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 10 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497776 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 7 |
| Qualified | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 3 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 0 | 0 | 16 |

This hire met a hiring goal.

| | |
|---------------|-----------------------|
| Search Number | 497150 |
| Department | Fine Arts |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and at least one year of experience with financial record keeping, analysis, and reporting OR an equivalent combination of education and/or experience.
- Sound knowledge of accounting practices/procedures with the ability to interpret and apply policies while working independently.
- Proficiency in Excel and other business applications, such as experience within a financial ERP system.
- Excellent customer service and communication skills.

PREFERRED QUALIFICATIONS

- Bachelor's degree in business administration, finance, or accounting.

- Experience working with Quali Financial Systems, HuskyBuy, Concur, or equivalent ERP.
- Previous higher education experience at a large University.
- Advanced Excel skills capable of supporting financial management reporting.
- Report writing and querying skills; experience with WebFocus reporting tools preferred.
- Familiarity with website software (i.e., WordPress) and content management.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Accounting & Financial Women's Alliance
- Chronicle of Higher Ed
- Higher Ed Jobs.com
- Indeed
- Monster
- UConn Cultural Centers
- UConn Grad School
- UConn School of Business
- Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497150 | | | | | | | | | | | | |
| Unqualified | 7 | 6 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 1 | 18 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interview | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 2 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 3 | 9 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 10 | 13 | 0 | 0 | 1 | 2 | 2 | 4 | 0 | 0 | 4 | 36 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WM, 1 HF

- 1 WM, 1 HF did not have the necessary experience working with Quali Financial systems, HuskyBuy, Concur or equivalent ERP.

7 Interviewed applicants: 5 WF, 1 HM, 1 AM

- 1 WF declined the offer of employment.
- 2 WF, 1 HM did not accurately describe how to write reports or queries in Excel in their responses to interview questions.
- 1 WF thought that this position was a teaching position and was not interested in a non-teaching position.

The 1 WF selected demonstrated the ability to work with WordPress and manage content of a website. She had experience working in a higher education setting and had Excel skills relating to financial management reporting. Additionally, she was familiar with HuskyBuy and Quali financial systems.

The 1 AM hired met a hiring goal.

| | |
|---------------|-----------------------|
| Search Number | 496426 |
| Department | Student Activities |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Associate's degree in accounting, bookkeeping, or a related field AND two years of experience in accounting, bookkeeping, or a related field OR an equivalent combination of education and/or experience may be substituted for the degree and years requirement.
- Demonstrated ability to communicate information effectively.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.
- Willingness and ability to work nights and weekends.

PREFERRED QUALIFICATIONS

- Experience and/or ability to attend to detail and the ability to be precise with quantitative data.
- Experience working with university financial systems and related software platforms.
- Demonstrated interpersonal skills necessary for building professional relationships and providing customer service.
- Demonstrated ability to work effectively in a fast-paced environment.
- Demonstrated experience being responsible for multiple tasks at the same time.
- Articulated ability to apply policies and procedures.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Student affairs professional Facebook
- CT Association of Latinos in Higher education
- Diversity.com
- Black Career Women’s Network
- Diversityjobs.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496426 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 3 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Qualified applicants: 2 WM, 3 WF

- 1 WM, 3 WF did not have experience working with university financial systems and related software platforms.
- 1 WM did not demonstrate the ability to attend to detail in their application materials and did not have experience with quantitative data.

4 Interviewed applicants: 3 WF, 1 UU

- 1 WF did not have experience working with college students and communicated concerns working with that population.
- 1 UU did not describe their ability to balance multiple projects or to keep up with a fast-paced work environment.

The 1 WF selected had experience working with Trustee Student Organizations. She had experience specifically in USG funding policies, knowledge of QuickBooks, and other University systems (i.e., Kauli, HuskyBuy, etc.). She had worked with diverse populations as well as college students.

The 1 WF selected had an associate degree in accounting and knowledge of QuickBooks and other financial systems. Additionally, she trained and worked alongside college students while employed at H&R Block. She served as a customer service representative for UConn students as a student employee.

| | |
|---------------|--------------------------------|
| Search Number | 496599 |
| Department | Environmental Sci and Engr Ctr |
| Title | Financial Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and at least two years of related experience, OR a combination of education and experience.
- Knowledge of sponsored program proposal process.
- Excellent customer service and problem-solving skills.
- Ability to work independently and exercise sound judgment.
- Ability to successfully work with diverse teams, and support a culture of diversity, equity, and inclusion.
- Proficient in the use of word processing and data management programs.

PREFERRED QUALIFICATIONS

- Demonstrated organizational and time-management skills, and ability to manage multiple priorities and meet deadlines.
- Knowledge of federal regulations, sponsor guidelines, and Budget Uniform Guidance as it relates to sponsored program activities.
- Experience working in a higher education institution.
- Experience working with online financial or purchasing systems (such as Quali, HuskyBuy, Core-CT, Smart-HR, PageUp, InfoEd, Fellowship Workflow System).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- CESE website
- Emails sent to financial and business colleagues
- UConn Daily Digest
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496599 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 7 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 9 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected demonstrated knowledge of the sponsored program proposal process and the ability to manage multiple priorities and meet deadlines. She described her organizational skills, the ability to work independently, and as part of a team. All the references reinforced her problem-solving skills, attention to detail, ability to multitask, and meet deadlines.

| | |
|---------------|-----------------------|
| Search Number | 496600 |
| Department | Tech Park |
| Title | Financial Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in accounting, finance, business, or related field and at least two years of related experience; OR an equivalent combination of education or experience.
- Excellent written and verbal communication and interpersonal skills.
- Highly organized and excellent attention to detail.
- Demonstrated ability to work independently and exercise sound judgment on routine tasks.
- Excellent computer skills including experience in MS Office Suite.

PREFERRED QUALIFICATIONS

- Ability to work in a deadline-driven environment.
- Demonstrated customer service skills.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- IPB Website
- OVPR Website
- UConn Daily Digest
- Indeed
- CT Hires
- Tech Park LinkedIn
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496600 | | | | | | | | | | | | |
| Unqualified | 6 | 3 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 12 |
| Withdrawn | 4 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 9 | 0 | 0 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 24 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 4 WF

- 3 WF were not familiar with financial concepts and process needed for this position based on responses to interview questions.

The 1 WF selected had the level of accounting experience required for the position. She had related experience with the basic accounting and financial principles that governed what the Financial Assistant 2 would be responsible for. She demonstrated a thorough understanding of the position along with the communication and interpersonal skills needed for the position in interactions during the interview.

| | |
|---------------|---------------------|
| Search Number | 496665 |
| Department | Law |
| Title | Financial Analyst 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Five years of related experience. Two years serving as an advanced/senior team member or working as a project lead.
- Experience in budgeting principles and practices.
- Knowledge of policies and procedures governing the operation of a business department.
- Expertise in Microsoft Office and related software applications.

PREFERRED QUALIFICATIONS

- Advanced degree in a related field.
- Six to ten years of experience managing and developing institutional budgets.
- Prior experience in higher education.
- Prior experience in the creation or implementation of innovative financial budgeting and forecasting.

- Experience with data management systems and financial software, such as KFS, KDFM, WebFOCUS, and/or Peoplesoft.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Connecticut local and affinity bar associations
- Professional Development Listserves: LSAC, NALP, NALSAP

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496665 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 7 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Withdrawn | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 6 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 16 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 UU

- 1 UU did not have six to ten years of experience managing and developing institutional budgets.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM did not demonstrate the level of knowledge needed in financial budgeting and forecasting based on his incomplete answers in response to interview questions.

The 1 WF selected communicated a strategic approach, experience, and innovative ideas that aligned with the Law School. Her experience at Harvard as well as in non-profit organizations would assist the law school during transition to new models of budgeting and forecasting. She described her strengths in both micro and macro level processes.

| | |
|---------------|-----------------------|
| Search Number | 497037 |
| Department | CLAS Grant Management |
| Title | Financial Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- Two years of related experience.
- Excellent communication and interpersonal skills.
- Demonstrated customer service skills.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Ability to work in a deadline-driven environment.
- Proven ability to manage time in a fast-paced, high-volume environment.
- Excellent computer skills including experience with Microsoft programs.
- Ability to work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed
- Chronicle of Higher Ed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497037 | | | | | | | | | | | | |
| Unqualified | 11 | 8 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 3 | 27 |
| Withdrawn | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 3 | 3 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 9 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Grand Total | 15 | 16 | 0 | 4 | 1 | 1 | 0 | 4 | 0 | 0 | 4 | 45 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

12 Interviewed applicants: 3 WM, 5 WF, 1 HM, 3 AF

- 1 WM, 1 HM, 1 AF did not describe their ability to manage the financial transactions required for this position.

- 1 WM accepted another role and withdrew from this search.
- 1 WM did not demonstrate the necessary customer service skills based on responses to interview questions.
- 3 WF, 1 AF did not demonstrate the necessary communication skills or relay how their experience would allow them to be successful in this role.

The 1 WF selected described her understanding of financial transaction in detail. She explained that she had the ability to get acclimated to new systems and how she would enter the position to make an immediate impact. She came prepared for the interview and talked specifically about reviewing specific details on work requests, prioritizing, customer service, organization skills, getting up to date on technology, and communication skills that she had developed in previous positions. She had experience working with pressure from faculty and how to manage them. She explained how she had experience working with difficult team members to successfully accomplish a deadline or goal.

The 1 WF selected demonstrated the communication skills necessary for the position during the interview. She had experience with grant testing and managing time in a fast-paced, high-volume environment. She communicated her customer service experience, desire to work in higher education, arranging priorities, bottlenecks in workloads, and working with hard deadlines. She was thorough in her replies and brought up relevant and specific details to questions. She had the experience to quickly acclimate to different software and platforms under technologies.

The 1 AF selected exhibited the necessary communications skills for the position. She had experience in customer service and in a higher education setting. From this experience she had the ability to work in a deadline driven environment and the proven ability to manage time in a fast-paced, high-volume environment. She also had worked with Microsoft programs, allowing for a smooth transition into this position.

| | |
|---------------|-----------------------|
| Search Number | 497317 |
| Department | CLAS Business Center |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Associate's degree in accounting, finance, business, or a related field and two to three years of experience or a Bachelor's degree in accounting, finance, business, or a related field and up to one year of experience in accounting, bookkeeping, or a related area.
- Excellent written and verbal communication skills and interpersonal skills.
- Demonstrated customer service skills.
- Excellent computer skills including experience in MS Office Suite.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Ability to follow established procedures and compile new ones.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- indeed.com
- LinkedIn
- Inside Higher Ed
- Chronicle of Higher Ed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497317 | | | | | | | | | | | | |
| Unqualified | 4 | 6 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 13 |
| Qualified | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 2 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 10 | 0 | 1 | 1 | 1 | 3 | 1 | 0 | 0 | 2 | 30 |

The Unqualified applicants did not meet the minimum qualifications for the job position.

4 Qualified applicants: 3 WM, 1 BF

- 3 WM, 1 BF did not have experience working in a higher education setting.

8 Interviewed applicants: 2 WM, 1 WF, 2 AM, 1 AF, 2 UU

- 1 WM, 1 AF, 1 UU did not have hands on analytical and financial experience as these functions were not main responsibilities in previous positions.
- 1 WM, 1 AM did not demonstrate the communication skills and attention to detail required for this role in their interactions and responses in the interview.
- 1 AM, 1 UU did not have customer service experience and did not connect their prior work experiences to this job.

The 1 WF selected clearly articulated her ability to handle the responsibilities of this role and described her organizational capabilities. She had financial analysis experience and customer service experience from her previous positions that would transfer to this role. She had experience in VBA coding and in utilizing other technical features.

| | |
|---------------|-----------------------|
| Search Number | 497483 |
| Department | Chemistry |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance, business, or a related field.
- Up to one year of experience in accounting, bookkeeping, or a related area.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated customer service skills.
- Excellent computer skills including experience in MS Office Suite.

PREFERRED QUALIFICATIONS

- Experience working in a higher education setting.
- Ability to follow established procedures and compile new ones.
- Ability to engage, connect and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.
- Ability to communicate effectively with foreign students and scholars whose first language is not English.
- Problem-solver with a team-orientated approach.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Chemistry Department website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497483 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 5 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 15 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WF, 1 HF

- 1 WF, 1 HF did not have experience working in a higher education setting.

7 Interviewed applicants: 2 WM, 4 WF, 1 BM

- 1 WM was unable to articulate how his work experiences would transfer to this position.
- 1 WM, 1 WF did not have the level of experience necessary in accounting and bookkeeping needed for this position as those areas were not a focus in their previous positions.
- 1 WF, 1 BM did not demonstrate the necessary communication skills and were unable to fully answer questions.
- 1 WF's experience in the field of finance was not related to this role.

The 1 WF selected had a BS degree in economics and had worked at several fast paced, customer service jobs as well as in similar financial roles. She had experience in educational settings, working with a diverse population, the ability to follow established procedures, and assist in compiling new processes.

| | |
|---------------|----------------------------------|
| Search Number | 497490 |
| Department | Agriculture, Health, Natural Rcs |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Associate's degree in a related field and two to three years of related experience. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.
- Demonstrated analytical skills.

- Ability to work independently and in a team setting.
- Excellent interpersonal skills, with proven ability to establish good working relationships with coworkers and a variety of constituents.
- Excellent organizational skills and attention to detail.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.
- Demonstrated customer service skills.
- Ability to problem solve, expertly manage time and deadlines, and skillfully juggle priorities.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.).

PREFERRED QUALIFICATIONS

- Bachelor’s degree in a related field and one to three years of related experience.
- Experience working in a fiscal operation in higher education.
- Experience working with people from diverse academic, socio-economic, and cultural backgrounds.
- Experience with Quali Financial Systems, HuskyBuy, PageUp, Concur, or similar enterprise systems.
- Demonstrated ability to display initiative with a strong work ethic and desire to succeed.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed
- Email Distribution
- Social Media
- Personal Contacts
- UConn Daily Digest
- CAHNR Faculty/Staff Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497490 | | | | | | | | | | | | |
| Unqualified | 6 | 2 | 1 | 1 | 1 | 0 | 1 | 2 | 0 | 1 | 1 | 16 |
| Interviewed | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 5 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 9 | 5 | 2 | 1 | 1 | 0 | 1 | 2 | 1 | 1 | 2 | 25 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Interviewed applicants: 3 WM, 2 WF, 1 BM, 1 TM

- 1 WM declined to continue with the interview process after the initial interview.
- 1 WF did not possess the necessary technical skills in Excel and financial systems based on incorrect answers to interview questions.
- 1 WM did not describe his ability to be able to handle multiple and shifting priorities that is needed in this position.
- 1 WM did not have experience in financial operations as his experience was more transactional.

The 1 WF selected displayed the necessary communication skills, adaptability and was able to demonstrate the ability to work independently and among a team setting while maintaining the ability to meet the shifting priorities of the position. She demonstrated the necessary customer service skills to be successful in this position by giving examples of how she had successfully handled situations in the past.

The 1 BM selected had the financial background in addition to higher education experience needed for this position. He demonstrated that he had the ability to handle multiple priorities in an organized way. He displayed problem-solving skills and was able to communicate effectively and provide clear answers to the questions asked.

| | |
|---------------|-----------------------|
| Search Number | 497564 |
| Department | Athletics Business |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience.
- Ability to multi-task and work cooperatively with different departments.
- Possess a strong work ethic and customer service skills.
- Ability to use sound business judgment in accordance with strict purchasing policies and procedures.

PREFERRED QUALIFICATIONS

- Experience working in a dynamic office or organizational setting.
- Familiarity with business management software (Jaggaer, Peoplesoft, Felix, Quali, Concur, etc.).
- Knowledge of NCAA rules and regulations.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- D1.ticker
- NCAA
- CABMA
- School of Business and Sport Management areas to send to recent graduates

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497564 | | | | | | | | | | | | |
| Unqualified | 12 | 7 | 1 | 1 | 1 | 0 | 2 | 2 | 2 | 1 | 3 | 32 |
| Interviewed | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 12 | 1 | 1 | 2 | 0 | 2 | 3 | 2 | 1 | 3 | 39 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 3 WF, 1 HM

- 1 WF's responses to questions did not go into depth about most aspects of her experience and did not demonstrate the customer service skills needed for this position.
- 1 WF did not provide details about her professional teamwork and collaboration experience.
- 1 HM's customer service experience in a smaller department and not transferrable to a large division as this position was.

The 1 WF selected responded in detail to the questions during the interview. She was well prepared and described her ability to work in a fast-paced environment with the ability to multitask. Additionally, she had the necessary customer service skills for this position as well as familiarity with business management software.

| | |
|---------------|-----------------------|
| Search Number | 497566 |
| Department | Law |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Associate's degree in a related field and two years of related experience or an equivalent combination of education and experience.
- Ability to work independently and exercise sound judgment.
- Ability to work with and provide effective customer service to individuals and groups from diverse backgrounds, cultures, and locations.
- Excellent interpersonal, written, and oral communication skills.
- Experience with Microsoft Office Suite.
- Customer service experience.

PREFERRED QUALIFICATIONS

- Two years of experience in business office operations.
- Experience working in a higher education setting.
- Experience with Quali, PeopleSoft, or other similar financial platforms.
- Experience with Concur or other similar travel platforms.
- Experience in customer service that is student/faculty facing.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Connecticut local and affinity bar associations
- Professional Development Listservs; LSAC, NALP, NALSAP

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497566 | | | | | | | | | | | | |
| Unqualified | 5 | 5 | 0 | 3 | 1 | 3 | 1 | 0 | 0 | 1 | 3 | 22 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 9 | 1 | 3 | 2 | 4 | 1 | 2 | 0 | 1 | 3 | 35 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 AF

- 1 AF did not have two years of experience in business office operations.

5 Interviewed applicants: 2 WM, 2 WF, 1 HF

- 1 WM did not demonstrate the ability to work independently, or problem solve in responses to situational interview questions.
- 1 WM, 1 HF experience in financial systems was in ones not like those utilized at the University.
- 1 WF was unable to communicate how she was qualified for this position.

The 1 WF selected provided complete and thoughtful answers to the interview questions. She had worked both in student affairs and the communications office at a law school, so she understood the dynamics of the Law School operations. She had experience working in Concur, KFDM, and booking student travel. She was committed to providing customer service to students and faculty and collaborating with other staff. She described in detail her ability to handle dynamic work responsibilities, switch gears often, independently problem solve, and move tasks forward.

| | |
|---------------|---------------------------------|
| Search Number | 497690 |
| Department | Budget, Plan, and Inst Research |
| Title | Financial Analyst 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, economics, accounting, mathematics, or a related area.
- Four years of related experience.
- Excellent oral and written communication skills, including the ability to explain complex materials to various constituencies across the University.
- Excellent interpersonal skills and the ability to work with sensitive information professionally.
- Excellent analytical and quantitative skills.
- Ability to work independently, exercising sound judgment in resolving issues.

PREFERRED QUALIFICATIONS

- Master's degree in business, economics, accounting, or a related area.
- Experience working in a higher education setting or in a financial role.
- Advanced skills using Excel, Access, or enterprise systems such as KFS, WebFocus, etc.
- Ability to engage, connect, and work with diverse populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Zip Recruiter
- School of Business job board

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497690 | | | | | | | | | | | | |
| Unqualified | 4 | 4 | 1 | 2 | 0 | 1 | 6 | 2 | 0 | 0 | 2 | 22 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 5 | 1 | 2 | 0 | 1 | 6 | 2 | 0 | 0 | 2 | 23 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected had a degree in Economics from UConn. She had been in the private sector, holding positions at Tower Watson and United Healthcare Global as an underwriter. In these positions, she worked with both internal and external customers. She had analytical and technical skills. She demonstrated the necessary communication and interpersonal skills for this position in her responses to interview questions.

| | |
|---------------|-----------------------|
| Search Number | 496779 |
| Department | Education |
| Title | Financial Assistant 2 |

MINIMUM QUALIFICATIONS

Financial Assistant 1 Level

- Associate's degree in accounting or bookkeeping and two years of experience in accounting or bookkeeping.
- Strong computer skills including spreadsheets, financial software, and Microsoft Office programs.
- Excellent communication and customer service skills.
- Demonstrated ability to effectively communicate with all levels within the organization.
- Ability to work independently and provide entry-level administrative support.
- Good interpersonal and organizational skills.

- Demonstrated attention to detail.

Financial Assistant 2 Level

- Bachelor’s degree in related field.
- Two to three years of related experience.
- Working knowledge of accounting principles, financial processes, and budgeting.
- Strong leadership, organizational, project management, and planning skills.
- Strong interpersonal and persuasive skills with the ability to work effectively with all levels of students, staff, faculty, and management.
- Intermediate technology, spreadsheet, and ad hoc reporting skills.
- Ability to work independently and exercise sound judgment on routine tasks.
- Ability to provide intermediate level administrative support.

PREFERRED QUALIFICATIONS

For Both Levels

- Master’s degree in accounting, finance, business, or a related field.
- Four to five years of related experience.
- Experience working in a higher education setting.
- Experience with financial/HRIS systems like Quali, KFDM Data Mart, or HCM Core.
- Experience with financial, purchasing, and grant processing and reporting systems.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- NeagNews
- Facebook
- DailyDigest
- Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496779 | | | | | | | | | | | | |
| Unqualified | 8 | 10 | 0 | 3 | 0 | 2 | 0 | 1 | 1 | 0 | 5 | 30 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 | 1 | 8 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 13 | 1 | 3 | 0 | 3 | 0 | 2 | 1 | 2 | 6 | 41 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 2 WM, 1 WF, 1 BM, 1 HF, 1 AF, 2 TF, 1 UU

- 1 WM did not have the necessary experience in financial processes as his experience was more management and supervisory related rather than hands on day-to-day financial processing responsibilities, which is a primary function of this position.
- 1 UU's bookkeeping experience is limited to a small business setting and her responses did not indicate she possessed the depth of fiscal acumen in the areas of budgeting, forecasting and general accounting critical to success in this role.
- 1 WM, 1 WF, 1 TF's experience in finance was not at the level necessary as their experience was focused on administrative functions and office management.
- 1 HF, 1 AF provided vague or unanswered responses to interview questions about their finance experience.
- 1 TF did not have the necessary experience with spreadsheet software.

The 1 BM selected had a working knowledge of accounting principles, processes, budgeting, and forecasting in a variety of settings. He also had intermediate spreadsheet, and technology skills. He demonstrated the necessary communication, interpersonal skills, and the ability to work effectively with all levels of the organization. He had experience in financial related responsibilities and demonstrated the ability to work independently to provide entry-level support.

| | |
|---------------|--------------------------|
| Search Number | 496873 |
| Department | CT Education Network ASC |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Associate degree in a related field and two years of related experience. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.
- Knowledge of financial records systems.
- Understanding of accounting principles, practices, and procedures.
- Understanding of accounts receivable and accounts payable functions.
- Ability to perform fiscal transactions and procedures, generate and analyze fiscal reports.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field and four years of related experience.
- Demonstrated proficiency with Excel equations and data analysis functions.
- Understanding of the Federal USAC/E-rate program, requirements, process, portal, and applicable filings.

- Experience with Salesforce or equivalent CRM.
- Experience with large enterprise financial accounting systems, payroll systems, and billing software such as Quali Financial Systems (KFS), Core-CT, Jagger/SciQuest, and Concur.
- Experience working with customers on invoicing and collections.
- Experience working with suppliers and purchasing organizations.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Diversity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 496873 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 4 | 10 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 5 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 3 | 1 | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 6 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 1 WM, 2 AF

- 1 WM did not demonstrate the ability to independently solve problems, he mentioned that he would always ask a supervisor for assistance.
- 1 AF did not demonstrate the necessary knowledge in finance for this position as she did not answer questions in depth and detail.

The 1 AF selected had prepared an USAC presentation which included details of the program, update on challenges for USAC, and benefits for members. She had researched references to applicable forms and was able to add her own input to the details of the program she found in her research. Her background and knowledge of different systems and different types of transactions made her qualified to fulfill this role. She demonstrated attention to detail, good organization skills, ability to work in a team environment, and resourcefulness to solve problems on her own before involving her supervisor.

| | |
|---------------|----------------------------------|
| Search Number | 496977 |
| Department | Agriculture, Health, Natural Rcs |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATIONS

- Associate's degree in a related field and two to three years of related experience.
- Demonstrated analytical skills.
- Ability to work independently and in a team setting.
- Excellent interpersonal skills, with proven ability to establish good working relationships with coworkers and a variety of constituents.
- Excellent organizational skills and attention to detail.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.
- Demonstrated customer service skills.
- Ability to problem-solve, expertly manage time and deadlines, and skillfully juggle priorities.
- Proficient in the Microsoft Office suite (Word, Excel, Outlook, etc.).

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field and one to three years of related experience.
- Experience working in a fiscal operation in higher education.
- Experience working with people from diverse academic, socio-economic, and cultural backgrounds.
- Experience with Quali Financial Systems, Husky Buy, PageUp, Concur, or similar enterprise systems.
- Demonstrated ability to display initiative with a strong work ethic and desire to succeed.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed
- Email Distribution
- Social Media
- Personal Contacts
- UConn Daily Digest
- CAHNR Faculty/Staff Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| <i>496977</i> | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Grand Total | 1 | 3 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 8 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 1 WF, 1 TF, 1 UU

- 1 WF did not have experience with enterprise systems that were similar or comparable to those utilized at UConn.
- 1 UU did not demonstrate the ability to manage multiple and shifting priorities based on responses to interview questions.

The 1 TF selected displayed effective communication and adaptability based on responses to interview questions. She was able to demonstrate the ability to work independently and among a team setting while maintaining the ability to meet the shifting priorities of the position. During the interview she provided clear relatable answers to the questions and highlighted transferable skills.

| | |
|---------------|-----------------------------|
| Search Number | 497649 |
| Department | CT Transportation Institute |
| Title | Financial Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and two to three years of related experience; or Associate's degree in a related field and four to five years of related experience. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- GIS Connecticut Listserv
- Staff Outreach

- Facebook
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497649 | | | | | | | | | | | | |
| Unqualified | 6 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 10 |
| Interview | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 2 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Grand Total | 9 | 3 | 1 | 0 | 2 | 2 | 1 | 1 | 0 | 1 | 0 | 20 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 1 WM, 1 BM, 1 HM, 1 HF, 1 TF

- 1 WM, 1 BM, 1 HM, 1 HF did not have the necessary experience in higher education or four to five years of related experience.

The 1 TF selected had the necessary experience in the transportation field and had worked in higher education. She had experience managing grants, providing financial, and administrative support. She demonstrated the ability to resolve financial questions and issues based on responses to interview questions.

Category 3: Financial Aid and Student Employment

No hiring activity occurred in this category.

Category 3: Grants Contracts

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 3-Grants Contracts | 7 | 0 | 1 | 0 | 1 | 2 | 1 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------|----------|----|----------|--------------------------------|-----------|
| 3-Grants Contracts | Y | WM | 496884 | Grants and Contracts Assistant | 1 |
| | Y | WM | 496896 | Contract Specialist 2 | 1 |
| | Y | WM | 497293 | Contract Specialist 2 | 1 |
| | Y | HM | 496670 | Grants and Contracts Spec | 1 |
| | N | WF | 496830 | Contract Specialist 2 | 1 |
| | N | WF | 496982 | Grants and Contracts Spec | 1 |
| | N | WF | 497269 | Sr Grants & Contracts Spclist | 2 |
| | N | WF | 497293 | Contract Specialist 2 | 1 |
| | N | WF | 497308 | Grants and Contracts Assistant | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 496884 | | | | | | | | | | | | |
| Unqualified | 5 | 2 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 11 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 5 | 1 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 18 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 496896 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 1 | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 10 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 496670 | | | | | | | | | | | | |
| Unqualified | 2 | 7 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 13 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 11 | 0 | 2 | 1 | 0 | 1 | 1 | 0 | 0 | 3 | 22 |

This hire met a hiring goal.

| | |
|---------------|------------------------------|
| Search Number | 496830 |
| Department | University Business Services |
| Title | Contract Specialist 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and six (6) years of related professional experience in contract law, purchasing/procurement of construction and/or facilities maintenance materials/commodities in a comparable environment, OR Master's degree or J.D. and four (4) years of related professional experience in contract law, purchasing/procurement of construction and/or facilities maintenance materials/commodities in a comparable environment OR an Associate's degree and eight (8) years of related professional experience in contract law, purchasing/procurement of construction and/or facilities maintenance materials/commodities in a comparable environment.
- Knowledge of contract theory, construction principles, laws, and applicable federal and state construction procurement statutes, policies, and regulations.
- General working knowledge of accepted procurement and construction practices used in a wide range of varying and unique commodity groups and/or services.
- Strong supervisory, leadership, organizational, project management, and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced environment.
- Strong interpersonal and persuasive skills with the ability to work effectively with all levels of employees and management.
- Excellent written and verbal communication skills.
- Excellent computer skills with strong technical skills to work with multiple software programs including Microsoft Office.
- Must be willing and able to occasionally travel to other campuses and meeting locations.

PREFERRED QUALIFICATIONS

- Juris Doctorate (JD), MBA, or advanced degree in a related discipline.

- Ability to develop and execute complex construction-related contracting strategies with the goal to include cost savings and increased efficiencies pertaining to administration and operations efforts related to construction and professional services.
- Experience with contracting in the State of Connecticut for construction and professional services.
- Extensive experience and proven ability to negotiate, administer and supervise complex construction and/or facilities maintenance related contracting documents.
- Ability to assess organization’s needs, communicate those needs to the vendor community, negotiate as needed, and evaluate contracts to determine technical compliance.
- Demonstrated ability to identify and resolve complex contractual issues efficiently, effectively, and independently.
- Knowledge of contract management systems (e.g., Legal Files) and automated procurement systems (e.g., Jaggaer).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Word of mouth
- Connecticut Colleges Purchasing Group (CCPG)
- National Paralegal Association (NALA)
- Diversity Network

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 496830 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |

The Unqualified applicant did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM did not have the level of experience in construction services necessary for the position as in his previous position in a construction firm, his focus was not drafting and negotiating contracts.

The 1 WF selected had a background in drafting and managing construction related contracts. In addition, she had researched the University's process, policies, and procedures. Her experience

with vendor negotiations and completion of construction contracts allowed her to easily transition into this role.

| | |
|---------------|---------------------------------|
| Search Number | 496982 |
| Department | Innovations Institute |
| Title | Grants and Contracts Specialist |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 496982 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF selected without a full search was from The Institute for Innovation and Implementation at the University of Maryland’s School of Social Work which was transitioning to the UConn School of Social Work. The Institute supports state and local governments and organizations in implementing and sustaining effective systems and clinical practices that promote system of care values and best meet the needs of children and youth involved in the public systems and their families.

| | |
|---------------|---------------------------|
| Search Number | 497269 |
| Department | Sponsored Programs |
| Title | Grants and Contracts Spec |

MINIMUM QUALIFICATIONS

- For the Grants and Contracts Specialist: Bachelor’s degree in related field and four years of related experience, or an equivalent combination of education and experience.
- For the Senior Grants and Contracts Specialist: Bachelor’s degree in related field and six years of related experience, with at least two of those years working at an advanced/senior level or serving as project lead. An equivalent combination of education and experience may be substituted for the degree and years requirement.

PREFERRED QUALIFICATIONS

- Knowledge of Uniform Guidance and/or the Federal Acquisition Regulations (FAR).
- Ability to interpret technical solicitation or contract language applicable to sponsored research and understand its implications.
- Experience with electronic research administration systems (such as grants.gov, research.gov, NSPIRES, eRA Commons).
- Experience working in an institution of higher education.

- Experience working in a high-volume, high-production, and/or sponsored-research intensive environment.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- CT Hires (CT and US DOL Websites)
- OVPR Careers Page
- RESADM-L (Member Listserv)
- National Council of University Research Administrators
- National Grants Management Association
- Grant Professionals Association
- LinkedIn
- University-Industry Demonstration Partnership

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 497269 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 5 | 8 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 15 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not have six years of related experience, with at least two of those years working at an advanced/senior level or serving as project lead or a combination of education and experience to substitute for the degree and years requirement.

8 Interviewed applicants: 2 WM, 5 WF, 1 BM

- 1 WM was an internal candidate whose selection resulted in a promotion and is reported in Promotional Goals Analysis under the same search number.
- 1 WM, 2 WF did not have experience interpreting federal award documentation.
- 1 WF accepted another position at a different institution.

- 1 BM did not demonstrate knowledge of electronic research administration systems (such as grants.gov, research.gov, NSPIRES, eRA Commons) in his responses to interview questions.

The 1 WF selected was the director of financial research at another institution and oversaw multimillion dollar initiatives. This position gave her experience in a high-volume sponsored research environment. She had knowledge of Uniform Guidance and the Federal Acquisition Regulations. She described her ability to interpret technical solicitation and contract language applicable and understood its implications. She had worked with electronic research administration systems (such as grants.gov, research.gov, NSPIRES, eRA Commons). She explained how her team-oriented skills and experience were applicable to this position.

The 1 WF selected was a grants and contracts specialist with professional skillsets such as managing high volume, multi-million-dollar portfolios. She was able to communicate her experience in other positions doing similar work and developing plans to fit the needs of a large university setting. She elaborated on her ability to time-manage effectively in this remote position. She also discussed her ability to collaborate with sponsors at the state and federal level.

| | |
|---------------|-----------------------|
| Search Number | 497293 |
| Department | Research |
| Title | Contract Specialist 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and at least six years of experience in sponsored programs contracting, including the negotiation of grants, contracts, subcontracts, and other agreement types; OR Master’s degree and at least four years of experience in sponsored programs contracting, including the negotiation of grants, contracts, subcontracts, and other agreement types.
- Demonstrated ability to network and build consensus with internal and external stakeholders.
- Ability to research and assist with the resolution of highly complex issues with legal, fiscal, and ethical/compliance implications.
- Superior oral and written communication skills, with the ability to communicate effectively and serve as a liaison between sponsors, all levels of University administration, and principal investigators.
- Customer service orientation, with the ability to clearly communicate contractual concerns and issues.

PREFERRED QUALIFICATIONS

- Experience working in an institution of higher education.

- Experience working in a high-volume, high-production, and/or sponsored-research-intensive environment.
- Experience with material transfer agreements, non-disclosure and confidentiality agreements, service agreements, and research agreements.
- Familiarity with granting agencies (government, international, private, industry, etc.)

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 497293 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 WM, 1 WF

The 1 WF selected had extensive experience with both funded and unfunded agreements. She had familiarity with granting agencies and had worked in an institution of higher education. Her experience in a high-volume, high production, research intensive environment would aid in her success in this position. She also had the necessary communication skills with proven ability to serve as a liaison between sponsors, all levels of university administration, and principal investigators.

The 1 WM hire met a hiring goal.

| | |
|---------------|--------------------------------|
| Search Number | 497308 |
| Department | Materials Science Institute |
| Title | Grants and Contracts Assistant |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and one year of related experience; OR a combination of education and experience.
- Excellent communication and interpersonal skills.

- Excellent computer skills including experience with Microsoft programs.

PREFERRED QUALIFICATIONS

- Two to four years of related experience.
- Experience working in a higher education setting.
- Ability to interpret and apply costing principles.
- Demonstrated ability to communicate effectively with a diverse population.
- Demonstrated customer service skills.
- Experience using University of Connecticut systems (KFS, Concur, HuskyBuy, CoreCT, etc.).
- Experience assisting with the management of grants and sponsored projects.

Recruitment activities included:

- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards
- Normal HR channels
- LinkedIn
- NCURA ListServ
- UConn Careers Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 497308 | | | | | | | | | | | | |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |

2 Qualified applicants: 1 WF, 1 UU

- 1 WF, 1 UU did not have two years of related experience and had not worked in a higher education setting.

1 Interviewed applicant: 1 WF

The 1 WF selected had experience in a facilities environment in higher education. She had the customer service skills, ability to prioritize, and organizational skills needed for the position. She had experience using the same systems utilized by UConn (KFS, Concur, HuskyBuy, CoreCT, etc.). She was able to demonstrate her communication and interpersonal skills during her interview.

Category 3: Health & Safety

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3-Health & Safety | 0 | 0 | 1 | 0 | 2 | 1 | 1 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-------------------|----------|----|----------|--------------------------------|-----------|
| 3-Health & Safety | Y | BM | 496906 | Envir Health and Safety Spec 2 | 1 |
| | N | WM | 496615 | Envir Health and Safety Spec 1 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Health & Safety | | | | | | | | | | | | |
| 496906 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 1 | 7 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 2 | 12 |

This hire met a hiring goal.

| | |
|---------------|--|
| Search Number | 496615 |
| Department | Environmental Health and Safety |
| Title | Environmental Health & Safety Specialist 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Environmental Health and Safety, science, technology, engineering, or another related field, plus one year of experience in the field of occupational health and safety OR Associate’s degree in Environmental Health and Safety, science, technology, engineering, or related field, plus three years of experience as noted above.
- Knowledge of applicable laws, regulations, nationally recognized standards, and guidelines relating to occupational health and safety.
- Knowledge of occupational health and safety hazard identification and monitoring equipment.
- Knowledge of Microsoft Office and related software applications, including database management.
- Highly service oriented with good interpersonal, written, and oral communication skills to impart health and safety information to individuals of diverse backgrounds.
- Detail-oriented with good organizational skills.

- Ability to respond promptly in-person to all campus locations requiring occupational health and safety services, including the regional campuses; response may be outside of normal business hours.

PREFERRED QUALIFICATIONS

- Experience implementing safety programs in a university or comparable environment with a variety of occupational settings, especially physical plants, machine shops, visual and performing arts, agricultural, and technology/engineering research facilities and operations.
- Experience with inspection management software applications.
- Demonstrated experience in delivering effective training before small and large groups.
- Certification in a regulated building materials discipline (e.g., asbestos site inspector, management planner, lead inspector, etc.).
- Experience conducting indoor environmental quality assessments that include air quality, lighting, and thermal conditions.
- Professional certification from an accredited organization in an occupational safety discipline (e.g., CSP, ASP, OHST); or meets qualifications for certification.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Industrial Hygiene Association
- Campus Safety, Health, and Environmental Management Association
- EHS Careers

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Health & Safety | | | | | | | | | | | | |
| 496615 | | | | | | | | | | | | |
| Unqualified | 7 | 2 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 12 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 4 | 0 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 17 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 1 WM, 2 WF, 1 TM, 1 UU

- 1 WF, 1 TM did not demonstrate the necessary interpersonal skills or the ability to work on a team for the position based on responses to interview questions.
- 1 WF had worked as an intern but not independently therefore she did not have the level of experience in occupational health and safety needed for the position.

- 1 UU did not have the level of experience delivering effective training before small and large groups needed for the position as they had only assisted with training development not delivery.

The 1 WM selected demonstrated the necessary communication skills and provided articulate answers to interview questions. He demonstrated knowledge of the position and described his ability to work alone and part of a team. He also demonstrated the ability to solve problems, effective decision making, and conflict management in his detailed responses to interview questions. He had experience training on a variety of occupational health and safety topics as well as respirator fit testing.

Category 3: Information Technology

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------------------|----|----|----|----|----|----|----|----|
| 3-Information Technology | 0 | 11 | 3 | 2 | 1 | 1 | 23 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|---------------------------------|----------|----|----------|-------------------------------|-----------|
| 3-Information Technology | Y | WF | 496018 | Software Developer 1 | 1 |
| | Y | WF | 496622 | Systems Administrator 2 | 1 |
| | Y | WF | 497430 | Systems Administrator 2 | 1 |
| | Y | HM | 497182 | Data Analyst 1 | 1 |
| | Y | HF | 497038 | Audio Visual Technician 1 | 1 |
| | Y | AM | 496798 | Data Administrator 3 | 1 |
| | N | WM | 495732 | Software Developer 2 | 1 |
| | N | WM | 496611 | Audio Visual Specialist | 1 |
| | N | WM | 497026 | Systems Administrator 2 | 1 |
| | N | WM | 497151 | Systems Administrator 2 | 1 |
| | N | WM | 497203 | Systems Administrator 2 | 1 |
| | N | WM | 497262 | Network Construction Admin 2 | 1 |
| | N | WM | 497379 | IT Team Lead 2 | 1 |
| | N | WM | 497399 | Systems Administrator 2 | 1 |
| | N | WM | 497400 | IT Team Lead 1 | 1 |
| | N | WM | 497529 | Applications Administrator 1 | 1 |
| | N | WM | 497548 | Applications Administrator 2 | 1 |
| | N | WM | 497664 | Computer Support Specialist 1 | 1 |
| | N | WM | 497731 | Systems Administrator 2 | 1 |
| | N | WM | 497754 | Audio Visual Specialist | 2 |
| | N | WM | 497803 | Computer Support Technician 1 | 1 |
| | N | WM | 497512 | Computer Support Technician 2 | 1 |
| | N | AF | 497212 | Computer Support Specialist 2 | 1 |
| | N | TM | 496724 | Audio Visual Technician 1 | 1 |
| | N | UU | 497468 | Network Administrator 1 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 496018 | | | | | | | | | | | | |
| Unqualified | 11 | 1 | 3 | 0 | 4 | 0 | 7 | 4 | 2 | 0 | 9 | 41 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 1 | 5 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 2 | 3 | 0 | 4 | 0 | 8 | 7 | 3 | 0 | 10 | 48 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 496622 | | | | | | | | | | | | |
| Unqualified | 12 | 1 | 1 | 0 | 2 | 1 | 3 | 0 | 0 | 1 | 4 | 25 |
| Qualified | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 5 | 1 | 0 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 11 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 22 | 3 | 1 | 1 | 5 | 1 | 4 | 0 | 1 | 1 | 5 | 44 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497430 | | | | | | | | | | | | |
| Unqualified | 6 | 1 | 0 | 0 | 0 | 3 | 2 | 0 | 0 | 0 | 0 | 12 |
| Withdrawn | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Interviewed | 3 | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 3 | 2 | 0 | 1 | 3 | 3 | 1 | 0 | 0 | 0 | 25 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497182 | | | | | | | | | | | | |
| Unqualified | 4 | 2 | 2 | 1 | 1 | 0 | 14 | 8 | 0 | 0 | 3 | 35 |
| Qualified | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 0 | 0 | 0 | 9 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 3 | 3 | 1 | 2 | 0 | 18 | 14 | 0 | 0 | 3 | 49 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497038 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 3 | 10 |
| Qualified | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 1 | 0 | 0 | 5 | 1 | 1 | 0 | 0 | 0 | 3 | 20 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 496798 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 2 | 1 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 7 |

This hire met a hiring goal.

| | |
|---------------|-------------------------|
| Search Number | 495732 |
| Department | Enterprise Applications |
| Title | Software Developer 2 |

MINIMUM QUALIFICATIONS

- Associate's degree and 4 years of related experience OR Bachelor's degree and 2 years of related experience OR 6 years of related experience
- Experience with Object Oriented Programming (OOP).
- Experience with SOAP and/or REST web services.
- Experience with SQL and relational databases.
- Excellent written and verbal communication skills.
- Excellent planning and organization skills.
- Excellent interpersonal skills.
- Ability to manage complex problems and to work well under pressure.
- The ability to work effectively as a project team member.
- Ability to work independently with minimal supervision.

Additional Minimum Qualifications for Software Developer 2

- Associate’s degree and 6 years of related experience OR Bachelor’s degree and 4 years of related experience OR 10 years of related experience.
- Demonstrated ability to provide leadership in programming activities and projects.

PREFERRED QUALIFICATIONS

- 4-8 years of programming experience in Java or C#.NET, or equivalent language.
- Experience with Microsoft Internet Information Services (IIS), Apache or Tomcat.
- Experience using frameworks such as Spring MVC, .NET Framework, CodeIgniter or similar.
- Experience HTML, JavaScript, jQuery, HTML and CSS.
- Experience programming in Java, C#, PHP, Python, or other high-level languages.
- Experience with Eclipse, NetBeans, or similar IDE tools.
- Experience with SDLC tools, such as JIRA, Confluence, Bamboo, Jenkins or similar.
- Experience with Oracle Primavera Unifier.
- 2 years of professional work experience in higher education.
- Certifications relevant to this position.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Diversity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 495732 | | | | | | | | | | | | |
| Unqualified | 6 | 2 | 0 | 0 | 3 | 0 | 3 | 1 | 0 | 0 | 1 | 16 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Rescind Offer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 2 | 0 | 0 | 4 | 0 | 4 | 2 | 0 | 0 | 3 | 23 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 2 WM, 1 HM, 1 AF, 1 UU

- 1 WM did not communicate his technical accomplishments in his previous position, the ability to manage complex problems or to work in a fast-paced environment in his responses to interview questions.
- 1 HM declined the offer.
- 1 AF was offered but the offer was rescinded by Human Resources.
- 1 UU did not have the necessary experience in the areas of business communication, server administration, and application support as his professional experience was predominately as a backend developer in highly matrixed IT organizations, supported by product managers, server administrators, solution architects and quality assurance teams.

The 1 WM selected had programming experience with several desirable languages such as C#.NET, Python and Java. He communicated a working knowledge of programming architecture, including web services and databases. Additionally, his interpersonal and communication skills were beneficial for ITS and partners based on responses to interview questions.

| | |
|---------------|----------------------------|
| Search Number | 496611 |
| Department | Campus Technology Services |
| Title | Audio Visual Specialist |

MINIMUM QUALIFICATIONS

- Associate's degree and two years of related experience; or Bachelor's degree; or four years of related experience.
- The ability to travel to perform work at all University locations.
- Ability to work occasional weekends and outside normal work schedule.
- Knowledge of video conferencing systems such as Cisco Webex, Microsoft Teams, and Zoom.
- Knowledge of RTMP live streaming.
- Knowledge of microphones, wireless lavaliers, and handheld.
- Knowledge of LCD, LED, and projector systems
- Troubleshooting cabling utilizing hand tools, testers, etc.
- Ability to read diagrams, schemata, and technical manuals.
- Experience supporting live in-person events.
- Experience supporting virtual live events.

PREFERRED QUALIFICATIONS

- Experience using Kaltura lecture capture.
- Experience working in higher education.
- Experience editing audio and video content.
- Ability to create/edit media assets.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Diversity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 496611 | | | | | | | | | | | | |
| Unqualified | 8 | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 14 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 2 | 0 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 1 | 19 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 3 WM, 1 WF, 1 TM

- 1 WM, 1 WF, 1 TM did not have the experience with audio and video equipment troubleshooting needed for the position based on inaccurate answers to technical questions.
- 1 WM was hired and reported in 2023 Affirmative Action Plan.

The 1 WM selected had experience in conferencing, livestreaming, and customer support based on his responses to interview questions. He had experience with equipment troubleshooting and experience working in higher education.

| | |
|---------------|-------------------------|
| Search Number | 497026 |
| Department | Enterprise Systems |
| Title | Systems Administrator 2 |

MINIMUM QUALIFICATIONS

- 6 years of related experience; or an Associate’s degree and 4 years of related experience; or a Bachelor’s degree and 2 years of related experience.
- Knowledge of systems administration concepts such as installing software, storage management user management, and basic security concepts.
- Knowledge of desktop applications such as MS Word, Excel, and database tools.
- Knowledge of basic networking and firewall policies.
- Knowledge of server/system automation.

- Knowledge of Windows servers.
- Knowledge of system design/analysis, scripting, and application support.

Additional Qualifications for the Systems Administrator 2 Level

- 8 years of related experience; or an Associate's degree and 6 years of related experience; or a Bachelor's degree and 4 years of related experience.
- Experience with database, web, and application servers.
- Experience with Windows OS installations, troubleshooting, and recovery.
- Experience with backup technologies.
- Skill in critical thinking, problem-solving, and analysis.

PREFERRED QUALIFICATIONS

- Knowledge of Windows Server OS.
- Knowledge of System Center Configuration Manager.
- Knowledge of Microsoft Active Directory.
- Knowledge of server hardware support.
- Knowledge of Genetec Security Solutions.
- Experience with network or host-based firewalls.
- Experience with Windows File Services.
- Experience working in a Public Safety environment.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Diversity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497026 | | | | | | | | | | | | |
| Unqualified | 5 | 2 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 12 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 2 | 1 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 4 WM, 1 AM

- 1 WM, 1 AM did not have the required experience in Windows OS's.
- 2 WM did not have the necessary level of experience in Windows Server OS's installations, troubleshooting, and recovery.

The 1 WM selected had experience with Windows 2012, HyperV, VMWare, IP cameras and server and storage hardware that matched the needs of University Safety. His level of Windows technical experience made him the most qualified for this position.

| | |
|---------------|----------------------------|
| Search Number | 497151 |
| Department | Campus Technology Services |
| Title | Systems Administrator 2 |

MINIMUM QUALIFICATIONS

System Administrator 2

- 8 years of related experience; or an Associate's degree and 6 years of related experience; or a Bachelor's degree and 4 years of related experience.
- 4 years of working experience building or administering/managing Microsoft Endpoint Configuration Manager.
- 4 years of working experience building or administering/managing JAMF Pro (or another Mobile Device Management platform).
- 4 years of working experience with OS and software patching on both Windows and iOS workstations.
- Familiarity with enterprise IT security best practices.
- Familiarity with networking/firewalls.
- Excellent written and oral communication skills.
- Knowledge of scripting/automation.
- Critical thinking, creative problem-solving, and analysis.

Additional Minimum Qualifications for System Administrator 3

- 10 years of related experience; or an Associate's degree and 8 years of related experience; or a Bachelor's degree and 6 years of related experience.
- 6 years of working experience building or administering/managing Microsoft Endpoint Configuration Manager.
- 6 years of working experience building or administering/managing JAMF Pro (or another Mobile Device Management platform).
- 6 years of working experience with OS and software patching on both Windows and iOS workstations.
- Working knowledge of enterprise IT security best practices.

PREFERRED QUALIFICATIONS

Systems Administrator 2

- Experience writing complex scripts; advanced PowerShell knowledge.
- Experience administering Microsoft Intune/Autopilot in an enterprise environment.
- Experience administering JAMF Cloud in an enterprise environment.
- Experience administering, securing, and upgrading Windows workstations and servers.

Additional Preferred Qualifications for Systems Administrator 3

- Experience serving as the technical lead of a team.
- Experience working with vendors and/or management to design, develop, enhance, and implement enterprise solutions.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Diversity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497151 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 3 WM, 1 WF

- 1 WM hire resulted in a promotion within category and is reported in the Employment Processes Analysis.
- 1 WM did not have the level of experience necessary with iOS device management and configuration processes, he had worked only on the Windows configurations.
- 1 WF did not have the level of experience necessary in administering, securing, and upgrading Windows workstations and servers based on responses to interview questions.

The 1 WM selected had a related educational background and practical working experience. He had knowledge and experience in Microsoft Endpoint Configuration, building/administering/managing JAMF, OS, software patching, and Powershell. This experience and knowledge allowed him to quickly assimilate to the required work.

| | |
|---------------|-------------------------|
| Search Number | 497203 |
| Department | Enterprise Applications |
| Title | Systems Administrator 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in computer science, information technologies, or related field and 4 years of related experience or an equivalent combination of experience, education, and training
- Exceptional analytical and problem-solving skills.
- Understanding of the software development lifecycle.
- Excellent written communication skills.

PREFERRED QUALIFICATIONS

- Experience with upgrading PeopleSoft PUMs.
- Experience upgrading People Tools.
- Experience using Web Services.
- Experience with Peoplesoft Fluid development.
- Experience with Data Mover Scripts.
- Hands-on experience in object-oriented programming.
- Experience working with Oracle Database environment.
- Experience with Windows and LINUX OS.
- Experience using Peoplecode and SQL trace to solve development and system issues.
- Excellent oral communications skills.
- Ability to work well within a team.
- Experience working in higher education.
- Three years of application and/or server programming experience.
- Experience with PeopleSoft Application Security Administration.
- Experience with upgrades to PeopleSoft environments.
- Experience writing and executing SQL statements.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497203 | | | | | | | | | | | | |
| Unqualified | 6 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 2 | 1 | 0 | 2 | 0 | 3 | 1 | 0 | 0 | 0 | 16 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF did not respond to requests for interview.

The 1 WM selected demonstrated the necessary skillset in the enterprise application field with systems such as Data Mover Script, Oracle Database, and PeopleSoft PUMS through his technical answers during the interview. He also had twenty years of experience in the IT service industry.

| | |
|---------------|--------------------------------------|
| Search Number | 497262 |
| Department | Network Engr and Design |
| Title | Network Construction Administrator 2 |

MINIMUM QUALIFICATIONS

Network Construction Administrator 1

- Bachelor's degree in a related field with two years of related experience in the design, planning, estimation, specification, and management of telecommunication network/information technology infrastructure OR Four years of experience in telecommunications infrastructure design, installation, testing, and commissioning with two years of related experience in the design, planning, estimation, specification, and management of telecommunication network/information technology infrastructure.
- Demonstrated knowledge of design documents for network infrastructure, equipment, and material specifications and statements
- Demonstrated experience overseeing voice, video, and data cable installations as they pertain to end-user operational needs or small project requests.
- Demonstrated knowledge of productivity software such as Microsoft Office to generate accurate statements of work, material lists, and summary reports.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated problem-solving and troubleshooting skills.

- Demonstrated ability to collaborate well with people and work with individuals of diverse cultural, social, and educational backgrounds.

Additional Minimum Qualifications for Network Construction Administrator 2

- Bachelor's degree in a related field with four years of related experience in the design, planning, estimation, specification, and management of telecommunication network/information technology infrastructure OR Four years of experience in telecommunications infrastructure installation, testing, and commissioning with four years of related experience in the design, planning, estimation, specification, and management of telecommunication network/information technology infrastructure.
- Project and construction management for large, complex capital projects including the interpretation and use of building codes and industry standards.
- Demonstrated experience overseeing voice, video, and data cable installations for medium to large renovation and capital projects.

PREFERRED QUALIFICATIONS

- Demonstrated experience with planning, generating, editing, and organizing drawings using AutoCAD.
- Familiarity with or use of IT help desk/trouble tickets systems.
- Demonstrated experience reviewing designs and specifications for construction projects.
- Certifications and/or credentials issued by Building Industries Consulting International (BICSI), connectivity manufacturers, or other related independent training programs.
- Demonstrated experience with training technicians, apprentices, or students on standards, codes, industry best practices, and the installation of or testing optical fiber, telephone, and network cabling.
- Maintain a current CT electrical trade license such as an E, C, T, or TLT.
- Familiarity or experience with projects managed with methodologies such as PMI, Agile/Scrum.
- Work experience in a campus environment or for a university or similar institution.
- Experience coordinating network connections for AV, card access, IP cameras, SCADA, fire alarm, or broadcast systems.
- Knowledge of UConn and/or State of CT procurement procedures and regulations.
- Familiarity/knowledge of University of CT, Storrs Campus Buildings, and locations.
- Experience with project cost estimation and contractor oversight.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497262 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 3 | 14 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WM, 1 WF, 1 TF

- 1 WM, 1 WF, 1 TF did not have knowledge of UConn and/or State of CT procurement procedures and regulations.

7 Interviewed applicants: 4 WM, 1 TM, 2 UU

- 2 WM did not describe his experience in project development activities, such as developing formal scopes of work, reviewing, and commenting on construction documents, or working through the bid process for a project required for this position.
- 1 TM declined the position offer.
- 1 WM, 1 UU did not demonstrate the required experience of running large complex capital projects required for this position based on his general responses to interview questions.
- 1 UU did not have the necessary experience in large projects, formal project management methodologies, AutoCAD, and operational duties.

The 1 WM selected had been a State of Connecticut licensed low voltage technician (C6) spanning twenty years. Through that position, he had gained experience in low voltage electrical and the telecommunications trade in a variety of roles. His roles have spanned from a foreman and project manager to a Certified Higher Education Professional and Low Voltage Technology Systems instructor at Porter and Chester Institute. He also had experience in budgeting, scheduling, developing scopes of work, oversight of personnel, and design review which are all necessary for this position. He had managed subcontractors, supported production and IT groups, as well as applied a variety of project management methods such as Agile/Scrum. He has an OSHA 30 certification as well as being a Certified Outside Plant Fiber Optic Technician.

| | |
|---------------|--------------------|
| Search Number | 497379 |
| Department | Enterprise Systems |
| Title | IT Team Lead 2 |

MINIMUM QUALIFICATIONS

- Ten years of related experience; or an Associate's degree and eight years of related experience; or a Bachelor's degree and six years of related experience.
- One year of experience serving as a supervisor of a moderate-sized department or leading major projects.
- Experience working with Oracle databases.
- Experience with other database technologies such as MSSQL, PostgreSQL, or MariaDB.
- Ability to lead and supervise technical staff.
- Understanding of database performance tuning and optimization.
- Knowledge of database security and compliance.
- Knowledge of system design/analysis, application design/development, and programming.
- Knowledge of server/system automation.

PREFERRED QUALIFICATIONS

- Experience with cloud service offerings such as Azure or AWS.
- Experience with automating business processes.
- Familiarity with data warehousing and big data solutions.
- Knowledge of intermediate/advanced infrastructure and security topics including networking, firewalls, data encryption, configuration management, vulnerability analysis, and multifactor authentication.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497379 | | | | | | | | | | | | |
| Unqualified | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 3 | 0 | 1 | 1 | 11 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 1 | 0 | 0 | 1 | 0 | 1 | 4 | 0 | 1 | 1 | 15 |

The Unqualified candidates did not meet the minimum qualifications of the job posting.

4 Interviewed candidates: 2 WM, 1 WF, 1 AF

- 1 WM did not have the necessary technical skills required to manage databases based on his responses to interview questions.
- 1 WF withdrew from the interview.
- 1 AF did not have the necessary knowledge of the Oracle software, which was one of the main requirements for this role.

The 1 WM selected had the necessary leadership experience as demonstrated by his position as Chief Information Officer at a non-profit with fifty employees. He also had experience with Oracle, such as managing oracle database teams, managing projects, and supporting database upgrades.

| | |
|---------------|--------------------------|
| Search Number | 497399 |
| Department | CT Education Network ASC |
| Title | Systems Administrator 2 |

MINIMUM QUALIFICATIONS

- Associate's degree and 4 years of related experience OR Bachelor's degree and 2 years of related experience OR 6 years of related experience.
- Experience supporting Windows Server 2019 or better, RHEL, and/or CentOS.
- Knowledge of basic networking and firewall technologies and policies.
- Knowledge of server/system automation tools and techniques.
- Strong written and oral communication skills, and the ability to communicate technical information to a non-technical audience.
- Excellent time management, prioritization, and planning skills.
- Associate's degree and 6 years of related experience OR Bachelor's degree and 4 years of related experience OR 8 years of related experience.
- Experience with hypervisors like Hyper-V, vSphere/ESxi, Nutanix AHV, and/or KVM.
- Experience with high availability server architectures and backup solutions.
- Programming/development skills (preferably in Python, PERL, and PowerShell).
- Working knowledge of systems security concepts and technologies, including firewalls, IDS/IPS, proxy servers, access control systems, and web application firewalls.

PREFERRED QUALIFICATIONS

- Bachelor's degree or higher in a Science, Technology, Engineering, Math (STEM) field.
- 5 years of demonstrated experience in a complex enterprise or service provider network environment.
- Experience with building and maintaining PerfSONAR and MADDASH.

- Experience managing an enterprise 802.11 WiFi environment.
- Understanding of security concepts including Identity & Access Management, Network Security, Application Security, and/or Incident Management.
- Understanding of a wide array of enterprise applications/services including DNS, SMTP, IIS, Apache, LDAP, SQL, RADIUS, TACACS, etc.
- Experience developing workshops and presenting to large audiences.
- Master’s degree in a STEM field.
- One or more relevant certifications through Microsoft, Amazon, Google, Oracle, Red Hat, ISC, ISACA.
- Direct experience in building and maintaining cloud infrastructure in AWS, Azure, GCP, and/or OCI.
- Experience with creating and managing firewall policies, specifically with Fortinet FortiGate and/or Palo Alto Next Generation Firewalls.
- Familiarity with IT Security frameworks and relevant regulatory obligations and audit requirements (GDPR, SOX, NIST, ISO 31000, PCI, FERPA, and/or AICPA/SOC2).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497399 | | | | | | | | | | | | |
| Unqualified | 11 | 0 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 15 |
| Interviewed | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 13 | 0 | 3 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 18 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WM, 1 BM

- 1 WM did not have the necessary level of knowledge of systems security concepts and technologies, including firewalls, IDS/IPS, proxy servers, access control systems, and web application firewalls based on responses to interview questions.
- 1 BM declined the interview due to the commute.

The 1 WM selected had the necessary experience in systems administration demonstrated by his prior experience at the Connecticut Education Network. He had knowledge of automating new Windows/*nix server builds as well as 100g PerfSONAR deployment and Hub OOB Term

server deployments. He also demonstrated his technical qualifications through his interview responses as well as his performance during the lab practical component of the interview.

| | |
|---------------|-----------------------------|
| Search Number | 497400 |
| Department | CLAS Information Technology |
| Title | IT Team Lead 1 |

MINIMUM QUALIFICATIONS

- Associate’s degree in computer science or related field and six years of related experience or a Bachelor’s degree in computer science or related field and four years of related experience or eight years of related experience.
- One year of experience overseeing large projects or in a supervisory capacity over a small unit.
- Demonstrated comprehensive knowledge of multiple technologies used to support computing at the University. Detailed understanding of the procedures and strategies used in academic support technology focus areas (e.g., faculty support, help desk, computer labs, MVS/VM products, networking, regional campus support, research support and programming, training, and development.)
- Demonstrated managerial and supervisory ability and well-developed leadership skills.
- Extremely high level of leadership, motivation, initiative, independence, and responsibility.
- Experience in project management and interacting with a multi-faceted University environment.
- Demonstrated excellent communication and writing skills.
- Experience in computer facility operations.
- Demonstrated ability to work well with people, organize workloads, handle difficult problems, work well under stress, and develop complex plans and strategies.
- Experience with Jira Service Management and Confluence.
- Willingness and ability to work occasional evening and weekend hours in support of departmental needs.

PREFERRED QUALIFICATIONS

- Technical support experience in higher education.
- Training and development in supervisory skills and management methodologies.
- Experience with computer hardware repair.
- Experience with project management.
- Ability to work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Chronicle of Higher Ed
- School of Business

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497400 | | | | | | | | | | | | |
| Unqualified | 6 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 12 |
| Qualified | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 5 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Withdrawn | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 14 | 1 | 1 | 0 | 0 | 1 | 2 | 2 | 3 | 0 | 1 | 25 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

5 Qualified applicants: 3 WM, 1 AM, 1 AF

- 2 WM did not indicate necessary training in supervisory skills and management methodologies in their application materials.
- 1 WM, 1 AM, 1 AF did not have the necessary experience with computer hardware repair.

3 Interviewed applicants: 2 WM, 1 TM

- 1 WM did not have the necessary supervisor experience for this position due to his previous experiences in positions outside of the industry or only with students.
- 1 TM did not demonstrate the necessary organization or customer service skills and was unable to answer interview questions fully.

The 1 WM selected had prior experience working in a similar role which provided him with the necessary supervision and leadership skills. He demonstrated customer service skills through his responses to interview questions. He also was able to explain how he would handle non-trivial technical problems with specific details.

| | |
|---------------|------------------------------|
| Search Number | 497529 |
| Department | Enterprise Applications |
| Title | Applications Administrator 2 |

MINIMUM QUALIFICATIONS

- Associate's degree and four years of related experience OR Bachelor's degree and two years of related experience OR six years of related experience.
- Excellent collaboration, interpersonal, and communication skills.
- Experience working with MS Office 365 applications.
- Demonstrated ability to troubleshoot, problem solve, and implement technology solutions.
- Experience identifying, gathering, and documenting business processes and requirements.
- Experience configuring, supporting, and managing moderately sized applications in a multi-tiered Windows and/or Linux Server environment.
- Experience writing basic SQL statements.
- Associate's degree and six years of related experience OR Bachelor's degree and four years of related experience OR eight years of related experience.
- Experience managing applications in a Windows or Linux server multi-tiered environment; including monitoring and administration of application-specific services, logs, and scheduled tasks.
- Experience writing and executing SQL statements to manipulate data.
- Demonstrated leadership ability on moderately sized technology projects.

PREFERRED QUALIFICATIONS

- Experience with data analysis tools for reporting and analysis.
- Experience writing software or scripts to support applications.
- Experience supporting web service, API, flat-file, or similar system integrations.
- Familiarity with basic networking concepts.
- Experience working in higher education.
- Experience writing basic programs using Bash, PowerShell, or similar scripting tools.
- Experience with Boomi, Pentaho, Informatics, or similar integration platforms.
- Experience with web service API's for data integration or reporting.
- Experience with JIRA or similar SDLC software.
- Experience supporting software applications in the areas of facilities operations, parking services, fleet/fuel management, campus mail, or construction.
- Experience supporting cloud-hosted applications.
- Familiarity with MS Office365 Power Apps.
- Familiarity with application security, privacy, and data protection best practices.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497529 | | | | | | | | | | | | |
| Unqualified | 10 | 3 | 1 | 0 | 2 | 0 | 6 | 3 | 0 | 0 | 2 | 27 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 3 | 1 | 0 | 2 | 0 | 6 | 3 | 0 | 0 | 2 | 28 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected demonstrated the required technical aptitude, problem-solving, and interpersonal skills through his responses to interview questions. He had experience in project management, business analysis, and technical support. He had the necessary level of knowledge with SQL and writing SQL statements as well as identifying, gathering, and documenting business processes for this role.

| | |
|---------------|------------------------------|
| Search Number | 497548 |
| Department | Enterprise Applications |
| Title | Applications Administrator 2 |

MINIMUM QUALIFICATIONS

- Associate's degree and 4 years of related experience OR Bachelor's degree and 2 years of related experience OR 6 years of related experience.
- Experience identifying and troubleshooting technical issues.
- Knowledge of common system to system integration practices.
- Excellent oral and written communication skills.
- Demonstrated experience working with diverse groups in a project team setting.
- Associate's degree and 6 years of related experience OR Bachelor's degree and 4 years of related experience OR 8 years of related experience.
- Evidence of extensive experience supporting and troubleshooting ERP systems (Financial, HR/Payroll, T&E, or Student) in a large data processing environment.
- Experience designing and supporting integrations between one or more systems.
- Excellent troubleshooting, problem-solving, and analytical skills.

PREFERRED QUALIFICATIONS

- Two (2) years or more of business analysis/system support experience.
- Experience supporting Financial, HR/Payroll, Travel, and Expense, or Student Applications.
- Experience writing basic SQL.
- Experience leading process improvement efforts.
- Five (5) years or more of business analysis/system support experience.
- System administration experience with Quali Financials, SAP, Banner, Workday, or equivalent.
- Project leadership experience in the development and implementation of financial, payroll, or travel applications.
- Knowledge of overnight batch processing/scheduling techniques using tools such as Control-M or equivalent.
- Extensive knowledge in at least 2 of the following: travel and entertainment, procurement, accounts payable, accounts receivable, accounting, capital assets, grants and contracts, HR/payroll.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497548 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 1 | 1 | 0 | 2 | 1 | 5 | 1 | 0 | 0 | 1 | 13 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

6 Interviewed applicants: 1 WM, 1 WF, 1 BM, 1 HF, 1 AM, 1 UU

- 1 WF, 1 UU did not have the necessary experience in front-end user support and troubleshooting.
- 1 BM did not respond to the requests for interview.
- 1 HF did not have the necessary experience in data analytics and providing support and configuration on FoodPro as her only experience was taking a few classes on these topics.

- 1 AM did not have the necessary level of knowledge for this role as he was not able to explain the specific components of an IT Project or Business Requirements Document during the interview.

The 1 WM selected had experience in developing business analyses and working with developers to design solutions to technical challenges. He demonstrated the necessary level of knowledge on supporting end users and logically thinking through technical problems through his specific and detailed answers to interview questions. He held several leadership positions within his current organization which provided him with the necessary administration, leadership, and technical experience for this role.

| | |
|---------------|-------------------------------|
| Search Number | 497664 |
| Department | CLAS Information Technology |
| Title | Computer Support Specialist 1 |

MINIMUM QUALIFICATIONS

- Associate degree in computer science or related field OR two years of related experience.
- Aptitude for and willingness to develop technical skills.
- Good interpersonal skills.
- Good organizational skills.
- Good written and oral communication skills.
- Ability to handle non-trivial technical problems or other IT-related tasks while potentially under stress or with time constraints.
- Thorough understanding of computer hardware, software, peripherals, and standard operating systems.
- Basic understanding/working level knowledge of ethernet, wi-fi, and IP networks and protocols in general.
- Experience with office productivity software.
- Ability to tolerate dust exposure and to lift 50 pounds.

PREFERRED QUALIFICATIONS

- Technical certification by CompTIA, Microsoft, Apple, etc.
- Advanced computer hardware and/or software knowledge.
- Experience with hardware maintenance and/or repair.
- Demonstrated knowledge and use of Desktop Administration including Management and Imaging.
- Demonstrated knowledge and use of Active Directory Administration.
- Intermediate-level knowledge of ethernet and IP networks and protocols.
- Experience in a formal tech support role.
- Demonstrated ability to create and/or follow complex plans and strategies.
- Experience writing or adapting scripts or computer code.

- Excellent communication and writing skills.
- Ability to work well with minimal supervision.
- Ability to work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Chronicle of Higher Ed
- School of Business

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|----------|----------|-----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497664 | | | | | | | | | | | | |
| Unqualified | 10 | 1 | 6 | 0 | 5 | 2 | 4 | 3 | 0 | 1 | 0 | 32 |
| Qualified | 29 | 1 | 6 | 0 | 9 | 0 | 10 | 3 | 0 | 0 | 10 | 68 |
| Interviewed | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 44 | 3 | 12 | 0 | 15 | 2 | 15 | 6 | 1 | 1 | 11 | 110 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

68 Qualified applicants: 29 WM, 1 WF, 6 BM, 9 HM, 10 AM, 3 AF, 10 UU

- 15 WM, 1 WF, 2 BM, 5 HM, 3 AM, 1 AF, 3 UU did not have the necessary technical certification by CompTIA, Microsoft, or Apple.
- 6 WM, 2 HM, 2 AM, 2 AF, 5 UU did not indicate the required level of knowledge of advanced computer hardware and software in their application materials.
- 4 WM, 1 HM, 2 AM, 2 UU did not indicate the necessary knowledge and use of Desktop Administration including Management and Imaging in their application materials.
- 4 WM, 4 BM did not indicate the necessary level of experience in writing and adapting scripts or computer codes in their application materials.
- 1 HM, 2 AM did not indicate the necessary knowledge and use of Active Directory Administration in their application materials.
- 1 AM did not indicate the necessary level of knowledge of ethernet and IP networks and protocols in their application materials.

7 Interviewed applicants: 5 WM, 1 HM, 1 TM

- 1 WM did not demonstrate the necessary technical knowledge for this position due to his inability to answer interview questions around technical issues.
- 1 WM did not attend their scheduled interview.
- 1 WM, 1 TM did not have the necessary knowledge of IP, Ethernet, and Wi-fi.
- 1 WM did not demonstrate the necessary level of knowledge on computer hardware, software, peripherals, and standard operating systems.
- 1 HM did not demonstrate the required level of communication through his answers to interview questions.

The 1 WM selected demonstrated the necessary level of technical knowledge, experience, and communication skills through his responses to interview questions. He also was able to accurately describe an understanding of computer hardware, software, peripherals, and standard operating systems through specific examples.

| | |
|---------------|-------------------------|
| Search Number | 497731 |
| Department | Network Engr and Design |
| Title | Systems Administrator 2 |

MINIMUM QUALIFICATIONS

- Associate's degree with six years of related experience OR bachelor's degree with four years of related experience OR eight years of related experience as it pertains to computer science, geographical information systems (GIS), management information systems (MIS), GIS/CAD design and drafting, or an appropriate area of specialization.
- Demonstrated comprehensive knowledge of multiple technologies used to document network or other utility systems, infrastructure, specifications, and statements of work in a utility, enterprise, or engineering environment.
- Demonstrated experience in generating, formatting, organizing, reading, and interpreting technical or construction drawings using AutoCAD or related computer aided drafting applications.
- Demonstrated knowledge of productivity software such as Microsoft Office, database query and programming tools to modify, and automate the exchange of data.
- Effective written and verbal communication and interpersonal skills.
- Demonstrated excellent troubleshooting skills and the ability to interpret end-user needs and act quickly on them.
- Demonstrated ability to work well with people, and work collaboratively with individuals of diverse cultural, social, and educational backgrounds.

PREFERRED QUALIFICATIONS

- At least one year of experience in IT project management.

- Demonstrated experience in the planning, implementation, and administration of geodatabases using ESRI ArcGIS or similar applications to document infrastructure and assets in a utility, enterprise, or related industry.
- Demonstrated experience with exchanging design and construction data.
- Demonstrated experience with planning, generating, editing, and organizing drawings using Building Information Modeling (BIM) applications such as AutoCAD.
- Planning and facilitating projects as a member of or leading a team environment.
- Experience in planning, acquisition, and manipulation of spatial data using Global Positioning System (GPS) technology.
- Thorough understanding of file services and system administration concepts.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497731 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected demonstrated the comprehensive understanding of utility documentation systems required for this position through his discussion of the methodologies and advantages of each system and matching them to distinct requirements for specific situations during the interview. He also had experience in planning and deploying systems as well as simplifying access to and the updating of information in the field by technicians.

| | |
|---------------|----------------------------|
| Search Number | 497754 |
| Department | Campus Technology Services |
| Title | Audio Visual Specialist |

MINIMUM QUALIFICATIONS

- Associate's degree and two years of related experience OR a Bachelor's degree OR four years of related experience.
- The ability to travel to all University locations.
- The ability to work occasional weekends and outside a normal work schedule.
- Knowledge of video conferencing systems such as Cisco Webex, Microsoft Teams, and Zoom.
- Knowledge of RTMP live streaming.
- Knowledge of microphones, wireless lavaliers, and handheld.
- Knowledge of LCD, LED, and Projector Systems.
- Troubleshooting cabling utilizing hand tools, testers, etc.
- Ability to read diagrams, schemata, and technical manuals.
- Experience supporting live in-person events.

PREFERRED QUALIFICATIONS

- Experience in higher education.
- Experience working at an IT service desk.
- Skill in planning and organization.
- Familiarity troubleshooting Duo 2FA, applications such as Cisco Webex, MS Team, and Blackboard LMS.
- Experience with setting up and running live events.
- Experience within a call center and use of ticketing tool.
- Experience with remote desktop tools.
- Experience in a customer support role.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497754 | | | | | | | | | | | | |
| Unqualified | 17 | 3 | 0 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 6 | 32 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 19 | 4 | 0 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 6 | 35 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WM, 1 WF

- 1 WF did not provide correct answers to questions regarding troubleshooting Duo 2FA, applications such as Cisco Webex, MS Team, and Blackboard LMS.

The 1 WM selected had gained skills experience from his position as a communications specialist in the United States Air Force. He had over fifteen years of experience in designing, installing, and servicing Audio Visual systems. He also had the required skills in configuring complex AV systems from his prior position.

The 1 WM selected had experience with video conferencing systems such as Cisco Webex, Microsoft Teams, and Zoom. He was familiar with RTMP live streaming, microphones, wireless lavaliers, and handheld. He had experience troubleshooting cabling utilizing hand tools and testers. He was a UConn graduate and had experience as a student employee at the Hartford campus, as well as a year of experience supporting classroom AV systems.

| | |
|---------------|-------------------------------|
| Search Number | 497803 |
| Department | Computer Sci and Engineering |
| Title | Computer Support Technician 1 |

MINIMUM QUALIFICATIONS

- Associate's degree and four years of related experience; OR Bachelor's degree and two years of related experience; OR six years of related experience.
- Advanced technical skills that demonstrate a good working knowledge and understanding of designing, maintaining, and supporting hardware and software.
- Advanced knowledge of Linux System Administration.
- Interpersonal skills that create effective work relationships.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.
- Excellent verbal and written communication skills for technical and non-technical audiences.

- Ability to work independently with minimal supervision.

PREFERRED QUALIFICATIONS

- Experience with networking firewall policies.
- Experience with virtual networking, DHCP, DNS, and certificates.
- Experience with storage management including experience with RAID.
- Experience with integration of authentication systems including active directory and two-factor authentication.
- Experience with inventory control including managing physical security.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497803 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 9 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 3 |
| Withdrawn | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 1 | 3 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 16 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not have experience integrating authentication systems including active directory and two-factor authentication.

4 Interviewed applicants: 2 WM, 1 AM, 1 TM

- 1 WM, 1 TM did not have experience with inventory control including managing physical security based on responses to interview questions.
- 1 AM did not answer questions accurately showing that he had the necessary advanced technical skills that demonstrated a working knowledge and understanding of designing, maintaining, and supporting hardware and software.

The 1 WM selected had the necessary helpdesk and Linux experience for this role. Due to his experience as a web developer by trade, he also had the required knowledge of VMs. He fully answered questions exhibiting the necessary advanced technical skills and working knowledge to design, maintain, and support hardware and software.

| | |
|---------------|-------------------------------|
| Search Number | 497512 |
| Department | Campus Technology Services |
| Title | Computer Support Technician 2 |

MINIMUM QUALIFICATIONS

- Associate's degree in computer science or a related field with six years of experience; OR Bachelor's degree in computer science or a related field with four years of experience; OR eight years of related experience.
- Demonstrated comprehensive knowledge of multiple technologies used to support computing at a higher education institution.
- Detailed understanding of the procedures and strategies used in academic support technology focusing on classroom computer and AV systems.
- Demonstrated knowledge of Windows, Mac OS, and iOS; Microsoft Office and related software applications; personal device configuration; personal device management; printer setup and maintenance; file services and system administration concepts.
- An extensive understanding of data privacy and internet security.
- Effective written and verbal communication and interpersonal skills.
- Demonstrated experience in analyzing and interpreting system diagrams, schematics, and technical manuals.
- Excellent troubleshooting skills.
- Ability to interpret end-user needs and act on them quickly.
- Demonstrated ability to work well with people, and work collaboratively with individuals of diverse cultural, social, and educational backgrounds.
- Ability to travel to multiple work locations throughout the state.

PREFERRED QUALIFICATIONS

- At least two years of experience in IT project management, preferably in a complex and dynamic environment.
- Experience with computer and AV hardware repair.
- Experience leading a small team of technicians.
- Demonstrated experience in managing IT automation solutions.
- Experience in deploying, managing, and troubleshooting devices using Microsoft Intune and Intel vPro.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497512 | | | | | | | | | | | | |
| Unqualified | 9 | 2 | 3 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 3 | 20 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 2 | 3 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 4 | 24 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed Applicants: 3 WM, 1 UU

- 2 WM, 1 UU did not have the necessary audio-visual experience, Microsoft Intune, or Intel vPro.

The 1 WM selected had the required experience in managing workstations as well as scripting audio-visual control systems and related management applications for this position. He also had knowledge of Microsoft Intune and Intel vPro. Within his thirty years of experience, he gained the required level of understanding in programming, troubleshooting, and installing different types of audiovisual systems.

| | |
|---------------|-------------------------------|
| Search Number | 497212 |
| Department | Campus Technology Services |
| Title | Computer Support Technician 2 |

MINIMUM QUALIFICATIONS

- Associates degree and two years of related experience; or a Bachelor's degree, or four years of related experience.
- Willingness and ability to work occasional weekends and outside normal work hours.
- Ability to communicate effectively through both oral and written means.
- Ability to provide technical training and guidance.
- Knowledge of Microsoft Office and related software applications.
- Knowledge of Microsoft Windows and Mac OS.
- Knowledge of personal device configuration.
- Experience working with and troubleshooting classroom audiovisual systems.
- Skill in critical thinking, problem solving, and analysis.

PREFERRED QUALIFICATIONS

- Experience in higher education.
- Experience working at an IT service desk.
- Skill in planning and organization.

- Familiarity troubleshooting Duo 2FA, applications such as Cisco Webex, MS Team, Blackboard LMS.
- Experience with setting up and running live events.
- Experience within call center and use of ticketing tool.
- Experience with remote desktop tools.
- Experience in a customer support role.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Diversity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497212 | | | | | | | | | | | | |
| Unqualified | 15 | 2 | 2 | 0 | 2 | 2 | 3 | 0 | 1 | 0 | 3 | 30 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 18 | 2 | 2 | 0 | 2 | 2 | 3 | 1 | 1 | 0 | 3 | 34 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WM, 1 AF

- 1 WM hired resulted in a promotion within category, which is reported in the Employment Processes Analysis.
- 1 WM did not have experience in setting up live events in a higher education setting.

The 1 AF selected had experience with conferencing, device support, and customer support. She had experience in the classroom and live events. Additionally, she worked at an IT service desk and knew the ticketing tools used in the call center.

| | |
|---------------|---------------------------|
| Search Number | 496724 |
| Department | Student Union |
| Title | Audio Visual Technician 1 |

MINIMUM QUALIFICATIONS

- Associate degree and four years of AV technology professional experience OR bachelor's degree and two years of AV technology professional experience OR six years of AV technology professional experience.
- Two years of professional experience supporting AV technology in live event production or classroom environment.
- Demonstrated experience leading a project or team in which you were accountable for the work of others.
- Demonstrated knowledge and experience working with video conferencing technology and related software platforms (MS Teams, Cisco WebEx).
- Demonstrated experience with audio, including, but not limited to, setup and operation of digital mixing consoles and sound systems, ability to troubleshoot and mitigate/minimize feedback in audio speaker systems, and coordinating wireless microphone frequencies.
- Demonstrated experience with video, including, but not limited to, setup and operation of projectors, display monitors, video matrix switchers, as well as troubleshooting HDCP & EDID issues.
- Excellent written and verbal communication skills, including the ability to communicate technical information to both technical and non-technical users.
- Willingness to work irregular and flexible hours.
- Ability to work independently and take initiative in resolving problems.
- Demonstrated interpersonal skills including the ability to work effectively with students, faculty, and staff in a diverse and multi-cultural community.

PREFERRED QUALIFICATIONS

- Demonstrated experience supervising student staff in a customer service environment.
- Active certifications from AVIXA or Extron.
- Knowledge and experience with AV control systems (Extron, AMX).
- Two years of professional experience working in a college/university setting.
- Understanding of IP networking.
- Proficiency with EMS or other event management computer software.
- Demonstrated decision-making skills in a complex organization.
- Current membership and/or active involvement in related industry organizations.
- Demonstrated experience staying current with the industry via training, conferences, webinars, or related development opportunities.
- Demonstrated experience providing application support for technology systems.
- Demonstrated ability to effectively train staff in work-related topics, e.g., customer service, communication, conflict management, etc.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- CTHires
- HERC
- Indeed
- BLKSAP - Black Student Affairs Professionals
- Student Affairs Professionals
- QTPOC Student Affairs Professionals
- LatinX in Student Affairs
- The Jobs Board: The Student Affairs Networking Group
- ACUI
- LinkedIn
- ACCED-I
- NASPA
- ACPA
- AVIXA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 496724 | | | | | | | | | | | | |
| Unqualified | 8 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 13 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Grand Total | 12 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 | 19 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 3 WM, 1 TM

- 1 WM had not stayed current in industry trends, technology, certifications, it was noted that he had no active certifications.
- 1 WM was not able to articulate how his knowledge and experience was directly related to support audio visual technology and he later withdrew his candidacy from the search.
- 1 WM struggled to respond to technical questions, did not have experience in installation, and did not have Extron control system programming certification.

The 1 TM selected described his knowledge and experience as it related to this position. He had direct experience in successfully providing technical support and event production services as the

Assistant Manager of Technology at the Mystic Aquarium. He answered all technical questions correctly and articulated his competency in training users on accessing technology, troubleshooting, customer support, and managing employees. He also had experience in technical management, production support, and staff supervision.

| | |
|---------------|-------------------------|
| Search Number | 497468 |
| Department | Network Engr and Design |
| Title | Network Administrator 1 |

MINIMUM QUALIFICATIONS

- Associate's degree in computer science or related discipline and four years of related experience; or a bachelor's degree in a related field and two years of related experience; or six years of technical work experience in a computer related field.

PREFERRED QUALIFICATIONS

- Working experience with wired and wireless networking technologies and protocols.
- Demonstrated knowledge and experience in Cisco wireless networking systems.
- Working experience with Infoblox DDI.
- Working experience with Cisco Prime Infrastructure.
- Familiarity with Cisco DNA Center
- Ability to work effectively with vendors, staff, and users at all levels.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice Diversity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497468 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 7 |
| Withdrawn | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Grand Total | 11 | 1 | 1 | 1 | 1 | 0 | 4 | 0 | 1 | 0 | 2 | 22 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 1 BM, 3 AM

- 1 BM, 3 AM did not have the necessary experience working with Infoblox DDI.

8 Interviewed applicants: 4 WM, 1 HM, 1 AM, 1 TM, 1 UU

- 2 WM did not have the necessary experience in the wired and wireless technologies that this position requires based on answers to interview questions.
- 2 WM, 1 HM, 1 TM did not respond to requests for interview.
- 1 AM did not have the necessary level of experience in a computer-related field from previous positions where his focus was not computer related.

The 1 UU selected had the necessary level of experience in wired and wireless technologies and positional responsibilities. Through his responses to interview questions, he demonstrated the required technical detail, knowledge base, and skill set in Cisco DNA Center, Infoblox DDI, and Cisco Prime infrastructure.

Category 3: Lab & Research Operations

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 3-Lab & Research Operations | 0 | 0 | 4 | 0 | 1 | 1 | 2 | 3 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------------------------|----------|----|----------|-------------------------|-----------|
| 3-Lab & Research Operations | N | WM | 496914 | Equipment Technician 1 | 1 |
| | N | WM | 497046 | Laboratory Assistant | 1 |
| | N | WM | 497265 | Laboratory Technician 1 | 1 |
| | N | WM | 497302 | Laboratory Technician 1 | 1 |
| | N | WM | 497493 | Laboratory Technician 3 | 1 |
| | N | WM | 497619 | Laboratory Assistant | 1 |
| | N | WM | 497663 | Laboratory Technician 1 | 1 |
| | N | WF | 497020 | Laboratory Technician 2 | 1 |
| | N | WF | 497050 | Laboratory Assistant | 1 |
| | N | WF | 497314 | Laboratory Technician 1 | 1 |
| | N | TM | 496494 | Machine Shop Engineer | 1 |
| | N | TM | 497499 | Laboratory Technician 1 | 1 |

| | |
|---------------|------------------------|
| Search Number | 496914 |
| Department | Marine Sciences |
| Title | Equipment Technician 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree or Associate’s degree and equivalent experience in a marine-related field.
- Two to three years of related experience.
- Excellent communication, organizational and interpersonal skills.
- Demonstrated experience in the repair and maintenance of mechanical, electrical, and plumbing systems.

PREFERRED QUALIFICATIONS

- Working knowledge of seawater plumbing and standard scientific and electronic instruments and equipment.
- Experience working in a science laboratory and in the marine environment.
- Experience working with standard software applications.

- Open water SCUBA certification or higher certification (e.g., AAUS) or willingness to obtain such certifications.
- CT Safe Boating Certificate or willingness to obtain such certification. Additional preference will be given to individuals who hold a US Coast Guard Master's License.
- Experience with vessel systems and engine maintenance/repairs.
- Ability to work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management.
- Ability to work with diverse student, staff, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Ziprecruiter
- Indeed
- Symplicity
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 496914 | | | | | | | | | | | | |
| Unqualified | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 16 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 2 UU

- 2 UU did not have working knowledge of seawater plumbing and standard scientific and electronic instruments and equipment based on their application materials.

5 Interviewed applicants: 4 WM, 1 TM

- 2 WM, 1 TM did not have the necessary level of experience in mechanical, electrical maintenance, and repair based on responses to interview questions.
- 1 WM had not yet completed his bachelor's degree and did not have equivalent experience in a marine related field.

The 1 WM selected had experience with mechanical and electrical maintenance and repair of seawater plumbing. He had worked with various software applications with advanced knowledge of data analysis. Additionally, he had worked on research projects with scientists and students on the water and in the marine environment and was SCUBA certified.

| | |
|---------------|----------------------|
| Search Number | 497046 |
| Department | Pathobiology |
| Title | Laboratory Assistant |

MINIMUM QUALIFICATIONS

- Associate's degree in medical technology, chemistry, biology, or related life science and two years of applicable experience OR completion of a formal educational training program in Histology (720 hours) that is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and two (2) years of applicable experience.
- HT or HTL eligible. Must obtain HT/HTL certification from the American Society for Clinical Pathology (ASCP) within 8 months of hire.
- Demonstrated ability to adhere to strict safety protocols including the donning and doffing of Personal Protective Equipment (PPE).

PREFERRED QUALIFICATIONS

- Certified HT or HTL.
- Demonstrated Immunohistochemistry staining experience.
- Experience with digital slide scanning technology.
- Working knowledge of Good Laboratory Practices (GLP), CLIA, AAVLD, or ISO in support of non-clinical studies.
- Knowledge in Excel, Word, Access, and SharePoint.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Monster
- Jobs NSH

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497046 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 5 |
| Withdrawn | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 3 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF did not have experience in immunohistochemistry staining based on responses to interview questions.

The 1 WM selected had two years' experience within a histology laboratory. He was HT certified, familiar with GLP and had performed immunohistochemistry staining, and reagent preparation.

| | |
|---------------|-------------------------|
| Search Number | 497265 |
| Department | Chemistry |
| Title | Laboratory Technician 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in chemistry or a related field and 1-2 years of experience, or equivalent education and experience.
- Demonstrated familiarity with concepts, practices, and standard laboratory procedures in chemistry.
- Demonstrated knowledge of commonly accepted safety practices in chemistry.
- Demonstrated ability to explain laboratory procedures.
- Excellent interpersonal and communication skills.
- Excellent attention to detail.
- Ability to move containers and trays weighing 25 lbs. to and from locations varying in height from 10 to 36 inches.
- Proficient in Microsoft Word and Excel.
- Ability to work weekends and evenings as needed.

PREFERRED QUALIFICATIONS

- B.S. degree in chemistry.

- Prior work experience in a laboratory setting.
- Experience writing and communicating laboratory procedures and results in a professional setting.
- Ability to engage, connect and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.
- Proficient in Microsoft PowerPoint.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Naosmm Listserv
- LinkedIn
- Symplicity
- UCONN faculty/staff daily digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497265 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 12 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 1 WF, 1 WM, 1 BF, 1 HF

- 1 WF was only available over the summer and therefore was unable to accept a full-time, year-round position.
- 1 BF did not describe how to handle conflicts in the workplace or provide ways that she would diffuse a situation in responses to interview questions.
- 1 HF was unable to commit to a specific timeline and was not available at the start date of the position.

The 1 WM had a bachelor's degree in chemistry, as well as experience working in both academic and industrial laboratories. He had experience explaining, writing, and communicating lab procedures from his time as a teaching assistant as well as his time as a lab technician for Parker Hannifin. During the interview, he was able to demonstrate his familiarity with chemistry concepts and practices by answering questions about making solutions, measuring pH, and performing analytical techniques such as ICP (inductively coupled plasma) analysis. He had

knowledge of common safety practices. He collaborated with the safety officer at his current job to improve the safety of their work environment. He was able to talk about appropriate PPE (gloves, goggles, face shields) for working with various chemicals. He also gave an example of how he improved safety by noticing that vessels full of dangerous chemicals were not properly labeled, he took immediate action by properly labeling the vessels, and informed his safety officer.

| | |
|---------------|-------------------------------|
| Search Number | 497302 |
| Department | Nursing Instruct and Research |
| Title | Laboratory Technician 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- One year of related experience.

PREFERRED QUALIFICATIONS

- Demonstrated ability to apply fundamental concepts, techniques, and practices found in a research laboratory.
- Ability to produce reliable results, problem-solve and troubleshoot problems of moderate difficulty.
- Ability to maintain laboratory equipment and resolve problems of ordinary difficulty.
- Knowledge of computers and programs used for data and sample analysis
- Experience with the following technologies:
 - Sterile techniques;
 - Enzyme-linked immunosorbent assay (ELISA);
 - DNA extraction;
 - Quantitative Polymerase chain reaction (qPCR);
 - Library preparation for illumina sequencing;
 - Cell culture;
 - Bacterial culture;
- Proficiency in record keeping.
- Proficiency in excel.
- Strong verbal communication skills and attention to detail in following experimental protocols.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- SON Website
- SON social media

- Minority nurse
- SON listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497302 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 3 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 9 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 1 WM, 2 WF, 2 AM

- 2 WF, 1 AM did not demonstrate the level necessary of experience to be qualified for the position and did not have related experience working in a bio behavioral lab based on responses to interview responses.
- 1 AM's did not have the preferred technology skills as his laboratory experience did not include working with human or animal samples.

The 1 WM selected met all preferred qualifications and had experience working with human subject samples and employing lab techniques used in bio behavioral labs. He demonstrated organization and communication skills, and he communicated the ability to work on multiple projects at once by providing examples of his previous projects.

| | |
|---------------|-------------------------|
| Search Number | 497493 |
| Department | Tech Park |
| Title | Laboratory Technician 3 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in chemistry or related field and 4-5 years of experience.
- Demonstrated ability to adhere to strict hazardous materials safety procedures.
- Excellent interpersonal and communication skills.
- Demonstrated effective writing skills.
- Excellent attention to detail.
- Demonstrated knowledge of laboratory safety operations, including commonly accepted safety practices for handling hazardous materials.
- Proficient in Microsoft Outlook, Word, and Excel.

PREFERRED QUALIFICATIONS

- Prior work experience in a higher education laboratory setting.
- Experience in chemical inventory management.
- Demonstrated ability to work independently to analyze available information, draw/interpret and effectively communicate appropriate conclusions.
- Completion of OSHA 40-Hour HAZWOPER, OSHA Hazard Communication, and/or EPA Resource Conservation and Recovery Act training.
- Experience with procurement tasks and recordkeeping.
- Experience writing and communicating laboratory procedures and outcomes in a professional setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- OVPR Website
- IPB Website
- LinkedIn
- Twitter
- Bio-CT
- Hire-Ed Jobs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497493 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 7 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 6 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 1 WM, 1 WF, 1 AF

- 1 WM, 1 WF, 1 AF did not have a background focused on a laboratory setting or chemical inventory management.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF did not meet the preferred qualification of having completed the OSHA and EPA trainings.

The 1 WM selected had a history of transferable experience as a safety officer in various professional environments. He had OSHA and EPA training and managed safety budgets, worked in chemical waste management, and been employed as an adjunct lecturer at Manchester Community College. He had experience serving as a chemical safety officer at the Manchester Water and Sewer Department.

| | |
|---------------|------------------------------|
| Search Number | 497619 |
| Department | Ecology and Evolutionary Bio |
| Title | Laboratory Assistant |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and up to one year of related experience in a greenhouse environment; OR Associate's degree in a related field and two years of related experience in a greenhouse environment.
- Broad knowledge of general botany concepts.
- Broad knowledge of plant care/horticultural techniques as applicable to a diverse collection of plants.
- Excellent interpersonal, communication, computer, and organizational skills.
- Ability to work occasional evenings and holidays with short notice.
- Ability to climb ladders, remain on feet for several hours, and carry hoses and other supplies.

PREFERRED QUALIFICATIONS

- BA/BS degree in a related field.
- 2+ years of experience in tropical plant cultivation.
- Experience with Integrated Pest Management techniques.
- Proven plant propagation experience.
- Demonstrated ability to work independently and to recognize/rectify developing cultural, nutritional, and pest problems before they affect plant growth.
- Demonstrated ability to make independent decisions concerning the cultivation of plant materials.
- Demonstrated ability to engage a diverse user base and convey collection information to collection users and visitors.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Boards
- EEB Dept ListServ
- Instagram
- LinkedIn
- AERGC (Association of Research Greenhouse Curators)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497619 | | | | | | | | | | | | |
| Unqualified | 10 | 11 | 1 | 1 | 1 | 1 | 1 | 2 | 0 | 0 | 4 | 32 |
| Qualified | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 16 | 16 | 1 | 1 | 1 | 1 | 1 | 2 | 0 | 0 | 5 | 44 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Qualified applicants: 2 WM, 3 WF

- 2 WM, 3 WF has less than two years of experience in tropical plant cultivation.

7 Interviewed applicants: 4 WM, 2 WF, 1 UU

- 1 WM did not have any formal horticultural experience in a greenhouse environment outside of student employment.
- 2 WM, 2 WF did not describe their ability to work independently and to recognize/rectify developing cultural, nutritional, and pest problems before they affect plant growth.
- 1 UU did not have the relevant horticultural experience transferrable to this position as their relevant experience was a 10-month fellowship in the UK.

The 1 WM selected had experience working at Longwood Gardens as a Conservation horticulturist and Plant Specialist and at a college greenhouse. He demonstrated both an understanding of and a willingness to learn more about various plants during a tour of the greenhouse. He also demonstrated the interpersonal, communication, and organizational skills necessary for the position when interviewed.

| | |
|---------------|----------------------------|
| Search Number | 497663 |
| Department | Chem and Biomolecular Engr |
| Title | Laboratory Technician 1 |

MINIMUM QUALIFICATIONS

- B.S. in engineering and one year of experience working in an engineering laboratory environment either as part of a degree program or through outside employment.
- A desire to work in an academic setting.
- Good oral and written communication skills, and strong interpersonal skills as evidenced by submitting a complete application and through the interview process.
- Aptitude for the hands-on maintenance and repair of lab equipment as evidenced through education, or work experience.

PREFERRED QUALIFICATIONS

- Additional experience beyond the minimum working in an engineering laboratory environment.
- Experience with web support/HTML.
- Experience working in an academic setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Social Media
- Direct Email
- Academic Keys

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497663 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected had experience working in a laboratory in an academic setting. He had worked specifically in Chemical and Biomedical labs and with faculty on research projects. He demonstrated the necessary communication, written, and interpersonal skills in the application and interview process.

| | |
|---------------|-------------------------|
| Search Number | 497020 |
| Department | Pathobiology |
| Title | Laboratory Technician 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field with three years of experience working in a veterinary hospital or laboratory setting; or 7-8 years of profession-based experience; or a Master's degree and 1-2 years of related experience.
- Demonstrated experience working in a veterinary, medical, biomedical, or veterinary medical laboratory.
- Must be willing and able to adhere to strict safety protocols including the donning and doffing of Personal Protective Equipment (PPE).
- Must be able to regularly lift, carry, load, unload and transport animals and equipment, supplies, and/or program materials for dissemination throughout the laboratory or disposal.
- Demonstrated experience with MS Word, Excel, and PowerPoint.
- Excellent oral and written communication skills.
- Excellent organizational, interpersonal, and proactive skills.
- Meticulous attention to detail.

PREFERRED QUALIFICATIONS

- Experience working within a quality management system, CLIA, GLP, ISO, AAVLD.
- Experience working in a postmortem facility or experience working with medical specimens.
- Demonstrated ability to work within short deadlines and to work effectively with fellow employees.
- Familiarity with medical terminology.
- Experience/interest in working with students.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- Indeed
- Monster
- Mcjobboard

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497020 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |

The Unqualified applicant did not meet the minimum qualifications for the job posting.

8 Interviewed applicants: 8 WF

- 1 WF did not have a bachelor’s degree and was unable to provide an example of how she would resolve a problem with no guidelines or supervision.
- 1 WF did not attend the scheduled interview.
- 1 WF did not have a bachelor’s degree in a related field but did have equivalent work experience, she also communicated that she did not have an interest in working in veterinary medicine which was the focus of the position.
- 2 WF did not fully respond to interview questions and were unable to elaborate on how to approach working with clients who were difficult or grieving.
- 1 WF had experience primarily in animal husbandry and research and did not have experience working clients in bereavement or in an office setting.
- 1 WF did not provide an example of how to be proactive when resolving a problem with no guidelines or supervision.

The 1 WF selected had a BS in a related field, three years of veterinary hospital experience, and laboratory management experience. She had experience in training others and working with clients as well as a multiline phone system. From her interview, she showed initiative and was well prepared with a list of relevant questions. She had researched the laboratory and its accreditation process and indicated interest in the quality assurance needs and the training program.

| | |
|---------------|----------------------------|
| Search Number | 497050 |
| Department | Molecular and Cell Biology |
| Title | Laboratory Assistant |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field with up to one year of related experience or Associate's degree in a related field with two years of related experience.
- Working knowledge of standard laboratory procedures, including safety and hazardous waste disposal (chemical and biological).
- Demonstrated experience with Microsoft Office and related software applications.

PREFERRED QUALIFICATIONS

- Post-degree laboratory experience in an academic setting.
- Strong organizational and interpersonal skills.
- Ability to communicate effectively.
- Ability to work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- MCB Website
- MCB Listservs
- EEB Listservs
- PNB Listservs
- College Central Network
- Central CT State University
- Eastern CT State University
- Southern CT State University
- Western CT State University
- Daily Digest
- MCB Facebook
- MCB Twitter
- MCB LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497050 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 6 |
| Qualified | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 4 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 7 | 1 | 0 | 3 | 2 | 0 | 0 | 1 | 1 | 0 | 17 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 1 WF, 1 BM, 1 HM

- 1 WF, 1 BM, 1 HM did not have a post degree laboratory experience in an academic setting.

8 Interviewed applicants: 5 WF, 2 HM, 1 HF

- 1 WF had experience in pharmaceuticals and did not have the laboratory experience necessary for the position.
- 2 WF did not have post-degree laboratory experience in an academic setting, only experience from coursework.
- 1 WF, 1 HF did not communicate effectively and did not have relevant laboratory experience.
- 1 HM did not have related laboratory experience as his previous positions were in an industrial setting.
- 1 HM did not have knowledge of standard laboratory procedures and their only laboratory experience was from coursework.

The 1 WF selected had a B.S. in Animal Science and related laboratory experience as a veterinary technician. She had knowledge of basic lab skills based on responses to interview questions. She also had the communication, interpersonal and organizational skills necessary for the position, and conveyed her ability to work in a team.

| | |
|---------------|----------------------------|
| Search Number | 497314 |
| Department | Molecular and Cell Biology |
| Title | Laboratory Technician 1 |

MINIMUM QUALIFICATION

- Bachelor's degree in biochemistry or a related field and one to two years of experience, or equivalent education and experience.

- Familiarity with concepts, practices, safety protocols, and standard laboratory procedures in biochemistry. Knowledge of chemical and biohazardous waste handling and processing.
- Demonstrated ability to clearly explain laboratory procedures.
- Excellent interpersonal, organizational, time-management, and communication skills.
- Proficient in Microsoft Office (Word and Excel).

PREFERRED QUALIFICATIONS

- Master’s degree in biochemistry or a related field.
- Laboratory experience in a high-volume academic, or clinical, setting.
- Experience writing and communicating laboratory protocols.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- <https://hiring.careerbuilder.com/>
- <https://hiring.monster.com>
- <https://onestop.symplicity.com/sign-in?context=job>
- <https://www.higheredjobs.com/employers/>
- <https://careercenter.eop.com>
- MCB Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497314 | | | | | | | | | | | | |
| Unqualified | 2 | 7 | 0 | 0 | 0 | 0 | 2 | 4 | 0 | 0 | 2 | 17 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 10 | 0 | 0 | 0 | 0 | 3 | 4 | 0 | 0 | 4 | 24 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 1 WF, 1 AM, 1 UU

- 1 WF, 1 AM did not have a master’s degree in Biochemistry or a related field.
- 1 UU did not have laboratory experience in a high volume academic, or clinical, setting.

4 Interviewed applicants: 1 WM, 2 WF, 1 UU

- 1 WM, 1 WF, 1 UU were unable to clearly explain laboratory procedures in the interview when responding to interview questions.

The 1 WF selected had a BS in Biological Sciences, recent and relevant laboratory experience, and conveyed her ability to work as a team member. She demonstrated interpersonal, organizational, and communication skills and a thorough knowledge of basic lab skills.

| | |
|---------------|--------------------------------|
| Search Number | 496494 |
| Department | Engineering Technical Services |
| Title | Machine Shop Engineer |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field with four years of related experience; or equivalent combination of education and experience.
- Experience operating machine shop equipment such as lathes, knee mills and related shop equipment.
- Demonstrated knowledge of the methods and materials used in repair and maintenance of scientific and mechanical instruments and devices.
- Ability to read and interpret complex diagrams and specifications, and to modify moderately complex mechanical and scientific instruments and devices.
- Ability to independently resolve moderately complex problems.
- Ability to effectively use CAD/CAM software in component design and manufacturing.

PREFERRED QUALIFICATIONS

- Experience in teaching students in a shop.
- Background in machine shop safety compliance.
- Knowledge/Experience with calculating dimensions and tolerances using familiarity of mathematics and instruments such as micrometers and calipers.
- Knowledge/Experience with selecting the appropriate tools, machines, and materials to be used in preparation of manufacturing machinery work.
- Knowledge/Experience with monitoring the operation of knee mill, lathe, saw, drill press during the machining process.
- Knowledge/Experience with Setup and operation of 4 axis CNC mill and CNC lathe machines.
- Knowledge/Experience with operation of MIG and TIG welding machines.
- Knowledge/Experience with additive manufacturing equipment and processes.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- Academic Keys
- UConn Daily Digest
- Engineering Weekly Digest
- Social media

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 496494 | | | | | | | | | | | | |
| Unqualified | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Withdrawn | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Grand Total | 10 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 3 WM, 1 TM

- 1 WM declined the offer.
- 1 WM did not have the necessary experience in the machining process for the position based on responses to interview questions.
- 1 WM did not have experience in designing or milling.

The 1 TM selected demonstrated the ability to instruct students in a shop based on responses to interview questions. He had experience in the machining process including milling and additive manufacturing equipment and processes.

| | |
|---------------|-------------------------|
| Search Number | 497499 |
| Department | Chemistry |
| Title | Laboratory Technician 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in chemistry or a related field and 1-2 years of experience, or an equivalent education and experience.
- Demonstrated familiarity with concepts, practices, and standard laboratory procedures in chemistry.
- Demonstrated knowledge of commonly accepted safety practices in chemistry.
- Demonstrated ability to explain laboratory procedures.
- Excellent interpersonal and communication skills.

- Excellent attention to detail.
- Ability to move containers and trays weighing 25 lbs. to and from locations varying in height from 10 to 36 inches.
- Proficient in Microsoft Word and Excel.
- Ability to work weekends and evenings as needed.

PREFERRED QUALIFICATIONS

- B.S. degree in chemistry.
- Prior work experience in a laboratory setting.
- Experience writing and communicating laboratory procedures and results in a professional setting.
- Ability to engage, connect and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.
- Proficient in Microsoft PowerPoint.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Naosmm Listwerv
- LinkedIn
- Symplicity
- UCONN faculty/staff daily digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497499 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 2 | 1 | 1 | 0 | 2 | 2 | 0 | 1 | 2 | 14 |
| Interviewed | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Grand Total | 5 | 5 | 2 | 1 | 1 | 0 | 2 | 3 | 1 | 1 | 2 | 23 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

8 Interviewed applicants: 4 WM, 2 WF, 1 AF, 1 TM

- 2 WM, 1 WF, 1 AF did not describe their relevant experience writing and communicating laboratory procedures and results in a professional setting.
- 1 WM did not demonstrate the interpersonal or communication skills needed for the position in his interactions during the interview and the responses to interview questions.

- 1 WM, 1 WF did not communicate a knowledge of laboratory procedures, have a related bachelor's degree, or demonstrate a familiarity with laboratory concepts, practices, and standard procedures in chemistry.

The 1 TM selected had a demonstrated familiarity with concepts, practices, and standard laboratory procedures as he explained experiences in previous positions. He demonstrated his knowledge of commonly accepted safety practices in chemistry in his ability to explain the PPE and precautions he used when handling concentrated acids. He was a previous UConn chemistry student with a BS Chemistry degree and an MS Cannabis Science degree and had a familiarity with the specific safety procedures used in undergraduate chemistry teaching laboratories. He communicated an understanding of Microsoft Word, Excel, and PowerPoint, and the statistical tool Minitab. He had experience writing and communicating laboratory procedures in a professional setting, which included writing new test methods, procedures, and training documents, and training technicians to perform routine laboratory tasks. He had worked with diverse populations as an undergraduate and in his professional career that followed.

Category 3: Library

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------|----|----|----|----|----|----|----|----|
| 3-Library | 0 | 0 | 2 | 0 | 2 | 2 | 0 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------|----------|----|----------|-------------------------------|-----------|
| 3-Library | Y | HF | 496824 | Library Assistant 1 | 1 |
| | N | WM | 496946 | Librarian 4 - Manager | 1 |
| | N | WM | 497055 | Library Assistant 2 | 1 |
| | N | WF | 496533 | Librarian 2 | 1 |
| | N | WF | 496604 | Librarian 1 | 1 |
| | N | WF | 496672 | Librarian 1 | 1 |
| | N | WF | 496889 | Librarian 4 - Manager | 1 |
| | N | WF | 497022 | Library Assistant 3 - Manager | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 496824 | | | | | | | | | | | | |
| Unqualified | 1 | 11 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 16 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 15 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 4 | 25 |

This hire met a hiring goal.

| | |
|---------------|-----------------------|
| Search Number | 496946 |
| Department | UConn Library |
| Title | Librarian 4 - Manager |

MINIMUM QUALIFICATIONS

For Appointment as a Librarian 3 – Manager

- A graduate degree in Library and Information Science from an American Library Association-accredited institution (including international equivalents) or any graduate-level degree in a field relevant to the position.
- Minimum of six years of related professional experience.

- Supervisory experience with proven knowledge of principles and best practices of employee supervision. Must demonstrate a commitment and ability to promote inclusive management practices.
- Evidence of advancing programmatic or service initiatives in support of academic teaching, learning, or research.
- Demonstrated ability to actively engage with stakeholder communities through outreach and networking paired with proven public service skills that build and maintain collaborations in support of community engagement.
- Knowledge of and commitment to the principles of diversity, equity, inclusion, accessibility, and justice.
- Advanced interpersonal, oral, and written communication skills.
- Evidence of active engagement and creating significant contributions in professional activities at a statewide, regional, and/or national level.

Additional Minimum Qualifications for Appointment as a Librarian 4 - Manager

- Minimum of nine years of related professional experience.
- Knowledge of scholarly research and communications processes at an expert level.
- Evidence of leadership and/or creating significant contributions in professional activities at a statewide, regional, and/or national level.

PREFERRED QUALIFICATIONS

For Both Levels

- Evidence of success in reinforcing and promoting diversity, equity, inclusion, accessibility, and justice and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives.
- Interest or experience in advancing student success for first-generation students.
- Intermediate or advanced written and verbal communication skills in Spanish.
- Familiarity with collegiate regional campus environments.
- Interest in Allied Health Studies or another focus of the UConn Waterbury campus and a willingness to learn in this area.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Library Facebook
- UConn Instagram
- UConn Library Twitter
- American Library Association
- Chronicle of Higher Education

- Black Caucus American Library Association
- Latinos in Higher Ed
- BLC Careers page + BLC Announce listserv
- Simmons GSLIS listserv
- University of Alabama listserv
- Connecticut Library Association
- CT State Library listserv
- Association of College and Research Libraries New England Chapter listserv
- CT Consortium of Library Directors
- ALA Job List

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 496946 | | | | | | | | | | | | |
| Unqualified | 0 | 6 | 1 | 0 | 0 | 2 | 1 | 2 | 1 | 0 | 0 | 13 |
| Qualified | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 10 | 1 | 1 | 1 | 2 | 2 | 2 | 1 | 0 | 0 | 25 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Qualified applicants: 3 WM, 3 WF

- 3 WM, 3 WF did not indicate experience in advancing student success for first generation students in their application materials.

2 Interviewed applicants: 1 WM, 1 BF

- 1 BF was not interested in front-line instruction, reference, and liaison responsibilities and specifically in the focus programs of the Waterbury Campus based on responses to interview questions.

The 1 WM selected described a strategy for advancing diversity, equity, inclusion, accessibility, and justice initiatives and experience reinforcing these principles in his programmatic, liaison, and instruction work. He demonstrated a strong ability to promote inclusive management practices in his supervisory experience. He had experience with first year programs like those offered at Waterbury Campus, with proven success in collaborating with campus partners in a writing center to design, implement, and maintain a peer tutoring program. He has been involved with community engagement and had experience collaborating with high schools in support of service learning. He had experience working with diverse student populations and an ability to advance programmatic and service initiatives in support of academic teaching, learning, research,

and student success. He was familiar with the regional campus environment and demonstrated alignment with the principles of the Library's Strategic Framework and core values.

| | |
|---------------|---------------------|
| Search Number | 497055 |
| Department | UConn Library |
| Title | Library Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and a minimum of three years of related professional experience.
- Professional experience using photography-based digitization systems.
- Demonstrated knowledge of Federal Agencies Digital Guidelines Initiative (FADGI) imaging performance guidelines and their use.
- Experience in safe handling techniques of cultural heritage materials.
- Cross-platform experience with image capture applications and image editing commands.
- Demonstrated understanding of and ability to provide excellent supervision.
- Demonstrated understanding of the principles of diversity, equity, inclusion, accessibility, and justice.
- Strong collaboration, oral and written communication, and interpersonal skills.

PREFERRED QUALIFICATIONS

- Demonstrated high proficiency with computer and imaging systems hardware and software troubleshooting, maintenance, and upgrades.
- Project management experience and the ability to work within deadlines in a high-volume production environment.
- Experience working in a cultural heritage institution environment.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Hartford Courant
- American Alliance of Museums
- Code 4 lib job board
- Digital Humanities Slack Workspace
- CT League of History Orgs
- University of Delaware (art conservation job listings)
- Southeastern Museums Conference
- HistPress twitter
- Preservation Director (website, social media, email newsletter)
- Global Museum
- International Institute for Conservation of Historic and Artistic Works

- LinkedIn personal feed
- National Council on Public History
- International Centre for the Study of the Preservation and Restoration of Cultural Property
- LinkedIn personal feed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 497055 | | | | | | | | | | | | |
| Unqualified | 8 | 11 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 25 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 12 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 4 | 29 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 2 WM, 1 WF, 1 UU

- 1 WM did not have hands on experience in photography digitization systems aside from scanning and did not have experience in collaborations with stakeholders.
- 1 WF did not demonstrate an understanding of the Federal Agencies Digital Guidelines Initiative (FADGI) and its use in her responses to interview questions.
- 1 UU was not involved in collaborations with multiple stakeholders in an academic environment in her previous positions.

The 1 WM selected had experience working in a cultural heritage institutional environment and demonstrated an understanding of the Federal Agencies Digital Guidelines Initiative (FADGI) and its use. He had experience in photograph digitization systems and demonstrated proficiency in cross-platform training, computer and imaging systems hardware, and software troubleshooting, maintenance, and upgrades. He communicated knowledge about the best practices for supervision, project management experience, and the ability to complete work before deadlines in an environment with a high level of production. He had experience collaborating with multiple stakeholders in an academic environment.

| | |
|---------------|---------------|
| Search Number | 496533 |
| Department | UConn Library |
| Title | Librarian 2 |

MINIMUM QUALIFICATIONS

- A graduate degree in library and information science from an American Library Association-accredited institution (including international equivalents) or any graduate-level degree in a field relevant to the position.
- Minimum of three years related professional experience, including experience with special collections, rare books, or archival material.
- Demonstrated understanding of archival theory and methodology and pedagogical techniques as they pertain to research and instruction in rare and archival material.
- Strong interpersonal and communication skills, including the ability to build and sustain key relationships with diverse groups including faculty, staff, students, and other professional colleagues.
- Excellent organizational skills, including the ability to set priorities and keep to deadlines.
- Demonstrated commitment to inclusion, diversity, equity, and accessibility in all aspects of library and archives work.
- Demonstrated ability to actively engage with stakeholder communities through outreach and networking paired with proven public service skills.
- Evidence of sustained active engagement in professional activities at a statewide, regional, and/or national level.
- Computer skills, including the use of standard office productivity software, archival management systems, and digital archival systems.

PREFERRED QUALIFICATIONS

- Reading knowledge in a romance language.
- Evidence of success in reinforcing and promoting diversity, equity, inclusion, and accessibility and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- HR Bulletin Board
- UConn Library Facebook/UConn Archives
- UConn Instagram/UConn Archives
- UConn Library Twitter/UConn Archives

- Twitter
- LinkedIn
- Archives Gig
- Simmons GSLIS Listserv
- Boston Library Consortium
- New England Archivists Listserv
- Connecticut Library Association
- Connecticut State Library Listserv
- Association of College and Research Libraries New England Chapter Listserv
- Chronicle of Higher Education
- DiversityWorkers
- AfricanAmericanJobsite
- AsianAmericanJobsite
- HispanicJobsite
- Jobs4Women
- VeteranJobSite
- ArmedServicesJobs
- RetiredStars
- SeniorJobsNetwork
- DisabilityJobSite
- WorkplaceDiversity
- VeteransConnect
- LGBTConnect
- DisabilityConnectHispanicDiversity
- AllDiversity
- JOFDAV
- DisabledPerson

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 496533 | | | | | | | | | | | | |
| Unqualified | 1 | 10 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 14 |
| Qualified | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 17 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 2 | 26 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Qualified applicants: 1 WM, 3 WF, 1 HM

- 1 WM, 2 WF did not indicate reading knowledge in a romance language in their application materials.
- 1 WF, 1 HM did not indicate that they had been employed in positions where they worked collaboratively with individuals of diverse backgrounds, experiences, and perspectives in their application materials.

6 Interviewed applicants: 1 WM, 4 WF, 1 AF

- 1 WM did not have the necessary level of programmatic experience to proactively engage with stakeholder communities through outreach and networking paired with proven public service skills.
- 1 WF did not understand archival theory and methodology and pedagogical techniques as they pertain to research and instruction in rare and archival material that was necessary for the position.
- 1 WF did not demonstrate the required interpersonal and communication skills to actively engage with stakeholder communities through outreach and networking.
- 1 WF did not have evidence of community engagement outside private academia.
- 1 AF understood archival theory and methodology and pedagogical techniques as they pertain to research and instruction in rare and archival material but did not have experience in the classroom.

The 1 WF selected demonstrated the necessary interpersonal and communication skills, including the ability to build and sustain key relationships with diverse groups including faculty, staff, students, and other professional colleagues in her interactions during the interview. She described her understanding of archival theory, methodology, pedagogical techniques accurately. She had classroom experience that included K-12, and academic teaching experience where she collaborated with individuals of diverse backgrounds, experiences, and perspectives. She was involved in library/archives informal DEI communities, incorporated in her exhibits, teaching, and content of and writing about inherent bias in collections.

| | |
|---------------|----------------------------|
| Search Number | 496604 |
| Department | Law Library and Technology |
| Title | Librarian 1 |

MINIMUM QUALIFICATIONS

- Graduate degree in library and information science from a program accredited by the American Library Association.
- Recent systems work experience in a library.
- Experience with integrated library systems and other library technologies, including but not limited to, EZProxy and Open URL.

- Demonstrated ability to effectively troubleshoot technical problems, isolate causes, and implement solutions. Demonstrated ability to learn, implement, and instruct others about or in the use of library technologies.
- Working knowledge of current and emerging technologies related to integrated library systems and discovery services.
- Effective oral, written, and interpersonal skills that enable one to work productively with colleagues, vendors, and the University-at-large.
- Demonstrated ability to work collaboratively with diverse colleagues, faculty, and students.
- Ability to work evenings and/or weekends.

Additional minimum qualifications for Librarian 2 appointment

- Minimum of three years of experience in a library.
- Demonstrated ability to set priorities and juggle multiple tasks.
- Demonstrated ability to introduce and establish change.

PREFERRED QUALIFICATIONS

- Previous experience in an academic or law library setting.
- Demonstrated project management skills.
- Familiarity with image-based or text-based digital repositories, such as ContentDM or Digital Commons.
- Familiarity with at least one programming or markup language such as HTML, XML, Perl, PHP, Python, and SQL.
- Familiarity with building, maintaining, and/or troubleshooting APIs.
- Experience troubleshooting library-specific hardware, such as label printers, production scanners, etc.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Association of Law Libraries
- Connecticut Library Consortium
- Simmons COCIS JobLine
- American Library Association
- Ex Libris ALMA Listserv
- Ex Libris PRIMO Listserv
- Ex Libris Eluna Listserv
- Code4Lib Job board
- Library JobLine

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 496604 | | | | | | | | | | | | |
| Unqualified | 4 | 6 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 12 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 9 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 1 | 20 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 1 WM, 3 WF, 1 AM, 1 UU

- 1 WM did not have experience with integrated library systems from a technical services perspective, only as a library user and no direct experience with EZProxy.
- 1 WF did not demonstrate the necessary interpersonal skills by making an unprofessional comment and could not provide references when requested.
- 1 WF did not have experience with integrated library systems and other library technologies or the ability to instruct others in the use of library technologies.
- 1 AM was unable to respond to questions during the interview and did not have the necessary interpersonal skills or ability to work collaboratively on a team.
- 1 UU declined the offer.

The 1 WF selected had experience with Alma/Ex Libris library system and described her ability to troubleshoot problems and identify solutions. She demonstrated the ability to utilize new systems and technologies in her responses to interview questions. She displayed the necessary oral and written communication skills during the interview. She gave examples of how she was able to work as a team in a collaborative environment as well as independently. She had experience in HTML, XML, Content DM, and troubleshooting label printers.

| | |
|---------------|---------------|
| Search Number | 496672 |
| Department | UConn Library |
| Title | Librarian 1 |

MINIMUM QUALIFICATIONS

- A graduate-level degree in a field relevant to the position or a graduate degree in Library and Information Science from an American Library Association-accredited institution (or an international equivalent).

- Demonstrated knowledge of research and information resources and software related to the position, including geospatial software such as Esri: GIS software, data visualization tools such as Tableau, and mapping platforms.
- Demonstrated knowledge of information and data literacy principles and information and teaching practices.
- Demonstrated ability to make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University.
- Demonstrated ability to be successful in outreach and engagement efforts.
- Ability to develop library tools, services, and opportunities to support learning, research, publications, and scholarship among constituents.
- Demonstrated public service skills and a strong commitment to customer service.
- Evidence of reliable, effective, and professional interpersonal, oral, and written communication skills.
- Demonstrated ability to work both independently and collaboratively with an open approach to problem-solving and recommending, implementing, and supporting solutions.

Additional Minimum Qualifications for Librarian 2

- Minimum of three years of professional related experience.
- Demonstrated success in outreach and engagement, including establishing and maintaining positive and effective working relationships with internal and external audiences.
- Proven engagement in professional activities at a statewide, regional, or national level.

PREFERRED QUALIFICATIONS

- Demonstrated proficiency in instruction or teaching skills.
- Demonstrated knowledge of scholarly communication ecosystems.
- Proven ability to engage in instruction in support of digital scholarship.
- Demonstrated active involvement in professional development.
- Interest in print maps and map collections.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Library Facebook
- UConn Instagram
- UConn Library Twitter
- Faculty/Staff Daily Digest Listserv
- BCALA Connecticut Affiliate

- Distribution list - Reforma NE
- New York Black Caucus Roundtable
- Pennsylvania Black Librarians Caucus
- Rhode Island Cornucopia
- BLC Listserv
- American Library Association
- Black Caucus American Library Association
- Chronicle of Higher Education
- CT GIS Listserv
- NEARC Listserv (regional GIS)
- DataLibs listserv
- RDAP Listserv
- ACRL Science & Technology Section Listserv
- Personal Contacts at Yale University, Amherst, and UMass
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 496672 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 5 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 3 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 9 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not have a minimum of three years of professionally related experience.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM did not have the necessary level of knowledge of research and information resources and software related to the position, such as GIS software, data visualization tools or mapping platforms based on responses to interview questions.

The 1 WF selected had a master's in urban planning and a certificate in GIS. She demonstrated knowledge of research and information resources and software related to the position, including geospatial software such as Esri: GIS software, data visualization tools, and Tableau. She showed that she had reliable, effective, and professional interpersonal, oral, and written communication skills during her interactions at the interview and her responses to questions. She explained how she was able to develop library tools, services, and opportunities to support

learning and the ability to be successful in outreach and engagement efforts. She also showed interest in print maps and map collections.

| | |
|---------------|-----------------------|
| Search Number | 496889 |
| Department | UConn Library |
| Title | Librarian 4 - Manager |

MINIMUM QUALIFICATIONS

Appointment as a Librarian 3 – Manager Level

- A graduate degree in library and information science from an American Library Association-accredited institution (including international equivalents) or any graduate-level degree in a field relevant to the position.
- Minimum of six years related professional experience.
- Supervisory experience of professional level staff with proven knowledge of principles and best practices of employee supervision. Must demonstrate a commitment and ability to promote inclusive management practices.
- Evidence of advancing teaching, programmatic, or service initiatives in support of academic teaching, learning, or research.
- Demonstrated ability to actively engage with stakeholder communities through outreach and networking paired with proven public service skills that build and maintain collaborations in support of campus engagement.
- Knowledge of and commitment to the principles of diversity, equity, inclusion, accessibility, and justice.
- Advanced interpersonal, oral, and written communication skills.
- Evidence of active engagement and creating significant contributions in professional activities at a statewide, regional, or national level.

Additional Minimum Qualifications for Appointment as a Librarian 4 – Manager Level

- Minimum of nine years related professional experience.
- Knowledge of scholarly research and communications processes at a mastery level.
- Evidence of leadership or creating significant contributions in professional activities at a statewide, regional, or national level.

PREFERRED QUALIFICATIONS

For Both Levels

- Evidence of success in reinforcing and promoting diversity, equity, inclusion, accessibility, and justice and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives.

- Interest in marine and/or maritime studies and a willingness to learn in this area.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- UConn Library Facebook
- UConn Instagram
- UConn Library Twitter
- American Library Association
- Chronicle of Higher Education
- Black Caucus American Library Association
- Black Caucus American Library Association - CT List

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 496889 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 9 |
| Qualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 8 | 1 | 0 | 1 | 2 | 0 | 1 | 0 | 1 | 3 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Qualified applicants: 2 WM, 2 WF, 1 TF, 1 UU

- 2 WM, 2 WF, 1 TF, 1 UU did not indicate how they had worked collaboratively with individuals of diverse backgrounds, experiences, and perspectives in their application materials.

5 Interviewed applicants: 2 WF, 1 HM, 1 HF, 1 UU

- 1 WF, 1 HM, 1 HF, 1 UU were found to not have supervisory experience of professional level staff, only students and volunteers.

The 1 WF selected had experience in marine and/or maritime studies, previously working at Mystic Seaport and, as an undergraduate when she studied in the Williams-Mystic Maritime Studies Program. She explained how she was able to incorporate principles of diversity, equity, inclusion, accessibility, and justice in programming. In her presentation, she presented initiatives

that defined what would work at the Avery Point campus. She had experience in training staff and student workers and understood management of professional staff.

| | |
|---------------|-------------------------------|
| Search Number | 497022 |
| Department | UConn Library |
| Title | Library Assistant 3 - Manager |

Minimum Qualifications

- A bachelor’s degree in a field relevant to the position.
- Minimum of six years related professional experience.
- Demonstrated commitment to and approach in providing and training others in exceptional customer and public service skills.
- Supervisory experience and knowledge of principles and best practices of employee supervision. Must demonstrate a commitment and ability to uphold inclusive management practices.
- Demonstrated understanding of Library Management Systems with the ability to remain current and communicate and collaborate on effective use of the platform across all UConn Library locations.
- Demonstrated ability to actively and effectively engage with stakeholder communities.
- Demonstrated knowledge of and commitment to the principles of diversity, equity, inclusion, accessibility, and justice.
- Advanced interpersonal and oral and written communication skills.

Preferred Qualifications

- A graduate degree in Library and Information Science from an American Library Association-accredited institution (or an international equivalent).
- Leading or participating in actions or initiatives in support of advancing student success.
- Direct experience with Library Management Systems in a professional capacity.
- Proven success in leading and implementing change.
- Demonstrated experience in providing user assessment and developing recommendations for improving services or resources.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Chronicle of Higher Education
- Black Caucus American Library Association

- Ctlibrarians.org
- Connecticut Libraries listserv
- MA Board of Library Commissioners (MBLC)
- ACRL New England Chapter job board

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Library | | | | | | | | | | | | |
| 497022 | | | | | | | | | | | | |
| Unqualified | 3 | 9 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 2 | 18 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 10 | 0 | 1 | 0 | 2 | 0 | 1 | 1 | 0 | 2 | 21 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM did not have clear ideas to engage with stakeholder communities and did not have a plan or evidence of proven success to implement change actively and effectively.

The 1 WF selected had experience with initiatives in supporting student success and in providing and training others. She had supervisory experience and described her vision to see challenges as opportunities and building team morale and camaraderie to improve the work environment. She explained her vision to engage with stakeholder communities actively and effectively with evidence of proven success in implementing change. She also had a solid DEIAJ vision and gave ideas for improving this work and supporting principles.

Category 3: Procurement

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 3-Procurement | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|----------------------|----------|----|----------|--------------------------|-----------|
| 3-Procurement | N | WM | 496898 | Procurement Specialist 1 | 1 |
| | N | WM | 497103 | Procurement Specialist 1 | 1 |
| | N | UU | 497089 | Procurement Professional | 1 |

| | |
|---------------|------------------------------|
| Search Number | 496898 |
| Department | University Business Services |
| Title | Procurement Specialist 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and four (4) or more years of related professional experience in a comparable environment procuring related goods and services OR an Associate's degree in a related field and at least six (6) years of professional experience in a comparable environment. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.
- General working knowledge of acceptable procurement practices as applicable to purchasing and delivery methods, strategies and trends in local, regional, and national construction industries, and federal and state statutes.
- Experience working with contractors, design professionals, engineers, consultants, facility managers, and staff including the ability to evaluate services and products to determine technical compliance and resolve discrepancies.
- Demonstrated integrity and ability to act without consideration of personal gain and take prompt action in the case of unprofessional and unethical behavior.
- Strong computer experience using Microsoft Office.
- Must be willing and able to occasionally travel to other campuses and meeting locations.

PREFERRED QUALIFICATIONS

- Bachelor's or an advanced degree preferably in design and/or a construction-related discipline.
- Strong background in construction procurement and demonstrated knowledge of contracting, construction scheduling, and construction methods, as well as design professional services procurement and contracting.
- Ability to analyze data, business, and market trends and recommend solutions.

- Excellent interpersonal skills and the ability to communicate those needs to the contractor/vendor community along with demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.
- Working knowledge in contractor and design professional services proposal analysis, commodity forecasting, quality assessment, and value analysis.
- Demonstrated ability and supervisory skills to train less experienced procurement staff.
- Familiarity with the following software applications: SciQuest (eProcurement Solution), KFS (Kuali Financial Systems), Oracle Unifier, and/or other commercial planning and project management software.
- Knowledge of State of CT General Statutes, Federal Regulations, and University Procurement Policies and Procedures as they relate to construction procurement.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Purchasing Society
- Institute for Public Procurement
- Workplace Diversity
- Word of Mouth

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Procurement | | | | | | | | | | | | |
| 496898 | | | | | | | | | | | | |
| Unqualified | 3 | 4 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 2 | 12 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 6 | 1 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 2 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 AM, 1 AF

- 1 AM did not have a bachelor's or an advanced degree in design and/or a construction related discipline.
- 1 AF did not have a background in construction procurement and no demonstrated knowledge of contracting, construction scheduling, and construction methods, as well as design professional services procurement and contracting.

4 Interviewed applicants: 3 WM, 1 WF

- 1 WM was offered another position at the University.
- 1 WM did not have the necessary interpersonal skills and the ability to communicate those needs to the contractor/vendor community along with demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals based on his responses on solving issues.
- 1 WF had procurement process knowledge but did not have direct buying experience.

The 1 WM selected had experience in construction and manufacturing with understanding of the bidding and procurement processes. He had working knowledge in contractor and design professional services proposal analysis, commodity forecasting, quality assessment, and value analysis. He demonstrated the ability to analyze data, business, and market trends and recommend solutions based on responses to interview questions.

| | |
|---------------|------------------------------|
| Search Number | 497103 |
| Department | University Business Services |
| Title | Procurement Specialist 1 |

Minimum Qualifications

- Bachelor’s degree in business, or a related field and four years of related professional experience in a comparable environment OR Associate’s degree in business, or a related field and six years of related professional experience in a comparable environment.
- Experience collaborating with various types of stakeholders.
- Excellent written and oral communication skills.
- Ability to navigate the complexities of a large, decentralized, demanding environment and an effective style with staff and senior leaders.
- Strong organizational and analytical skills, and attention to detail that ensures accuracy, timeliness, and quality of work product.
- Well-developed computer skills with demonstrated proficiency in Microsoft Office suite including Excel, PowerPoint, and other similar tools.

Preferred Qualifications

- Experience and interest in Procurement processes and systems, process mapping & optimization, and internal controls.
- The ability to identify and drive process improvements and change throughout the organization.
- Demonstrated experience and expertise with software/tools: Project Management Tools (i.e. Microsoft Project or similar) , Survey Design Tools (i.e., Qualtrics, SurveyMonkey), Jaggaer E-procurement suite, Data Analysis and visualization tools (i.e. Tableau, Microsoft Power BI, or others), Project management experience involving the execution of multiple projects or a large project.

- Experience in a public sector and/or higher education setting.
- Industry certifications such as Six Sigma: Green Belt or above, PMP, or others.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Purchasing Society
- Institute for Public Procurement
- National Association of Educational Procurement
- Workplace Diversity
- Word of Mouth

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Procurement | | | | | | | | | | | | |
| 497103 | | | | | | | | | | | | |
| Unqualified | 17 | 5 | 3 | 0 | 2 | 2 | 5 | 4 | 0 | 0 | 3 | 41 |
| Qualified | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 3 | 5 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 11 |
| Withdrawn | 3 | 6 | 0 | 0 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 13 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 24 | 17 | 4 | 0 | 4 | 2 | 8 | 7 | 0 | 0 | 3 | 69 |

The Unqualified applicants did not meet the minimum qualifications for the position.

3 Qualified applicants: 1 WF, 1 BM, 1 AF

- 1 WF did not have industry certifications such as Six Sigma: Green Belt or above, PMP, or others.
- 1 BM, 1 AF did not have experience in procurement processes and systems, process mapping and optimization, and internal controls.

12 Interviewed applicants: 4 WM, 5 WF, 1 HM, 1 AM, 1 AF

- 1 WM did not have experience with analytical data.
- 1 WM, 2 WF, 1 HM did not have experience with development of procedures, process mapping, or driving programmatic changes.
- 1 WM, 1 WF did not describe their ability to identify improvement opportunities for the organization.
- 1 WF did not demonstrate the necessary communication skills for the position and was not able to provide detailed responses.

- 1 WF did not demonstrate the ability to manage priorities and projects independently in their responses to interview questions.
- 1 AM did not have the required years of direct procurement experience for the position.
- 1 AF did not have experience related to procurement and she communicated that she preferred to work independently, and the successful candidate would have to work on a team and lead team projects.

The 1 WM selected was articulate in his responses during the interview process. He accurately described an understanding of the procurement process. He had experience in supply chain management, project management, and streamlining processes. Additionally, he had technical and analytical skills related to the position.

| | |
|---------------|--------------------------|
| Search Number | 497089 |
| Department | Procurement Services |
| Title | Procurement Professional |

MINIMUM QUALIFICATIONS

- Five years related experience in a comparable environment, OR a Bachelor’s degree in a relevant discipline and one-year related experience in a comparable environment, OR an Associate’s degree in a relevant discipline and three years related experience in a comparable environment.
- General working knowledge of acceptable procurement practices.
- Experience working with suppliers/vendors.
- Strong computer skills.
- Excellent interpersonal skills and the ability to communicate clearly both verbally and in writing.
- Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.
- Must be willing and able to occasionally travel to other campuses.

PREFERRED QUALIFICATIONS

- Bachelor’s degree in a related field.
- Experience with automated procurement systems (e.g., Jaggaer or similar electronic financial record system).
- Strong math skills with experience monitoring and reconciling accounts/purchase order balances.
- Ability to analyze data, business and market trends and recommend solutions.
- Experience performing purchasing and accounts payable functions.
- Experience and understanding of the requirements associated with competitive bidding processes, i.e., Requests for Proposals (RFP’s), Sole Source Justifications, etc.

- Experience in working with vendors in obtaining quotes and/or pertinent vendor information.
- Experience with computers and Microsoft Office Suite, such as Excel, Word, Access, and PowerPoint.
- Ability to independently assess organizational needs, communicate those needs to the supplier/vendor community, evaluate services and products to determine technical compliance and resolve discrepancies.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Purchasing Society
- Institute for Public Procurement
- National Association of Educational Procurement
- Workplace Diversity
- Word of Mouth

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Procurement | | | | | | | | | | | | |
| 497089 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 8 |
| Qualified | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Grand Total | 5 | 6 | 1 | 2 | 0 | 1 | 1 | 2 | 0 | 0 | 3 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Qualified applicants: 2 WM, 3 WF, 1 BM

- 2 WM, 3 WF, 1 BM did not have a bachelor's degree in a related field.

5 Interviewed applicants: 1 WF, 1 BF, 1 AF, 2 UU

- 1 WF understood the role of procurement, but her background was focused on military medical supplies, which was not directly related.
- 1 BF did not respond to requests for an interview.
- 1 AF did not have experience in competitive bidding processes, i.e., Requests for Proposals (RFP's) or Sole Source Justifications.
- 1 UU had experience in procurement, but their background was focused in an aerospace field, which is not directly related.

The 1 UU selected understood the procurement and the bidding process. Their time as a Purchasing Agent for the City of Springfield afforded them the opportunity to gain experience with both local and state statutes. Additionally, their experience with Jaggaer and HuskyBuy would allow them to step into this role with minimal training required.

Category 3: Remaining Professional

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------------------|----|----|----|----|----|----|----|----|
| 3-Remaining Professional | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|---------------------------------|----------|----|----------|---------------|-----------|
| 3-Remaining Professional | Y | WM | 497136 | U Ed Asst 3 | 1 |
| | Y | WM | 497389 | Asst Director | 1 |
| | N | WF | 495660 | U Ed Asst 3 | 1 |
| | N | WF | 496505 | U Ed Asst 3 | 1 |
| | N | WF | 496548 | Asst Director | 1 |
| | N | WF | 496776 | Asst Director | 1 |
| | N | WF | 497136 | U Ed Asst 3 | 1 |
| | N | WF | 497362 | U Ed Asst 3 | 1 |
| | N | WF | 497524 | U Ed Asst 2 | 1 |
| | N | WF | 497524 | U Ed Asst 3 | 1 |
| | N | WF | 497543 | U Ed Asst 2 | 1 |
| | N | WF | 497636 | U Ed Asst 3 | 1 |
| | N | BF | 496968 | U Ed Asst 3 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497389 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |

This hire met a hiring goal.

| | |
|---------------|----------------------------------|
| Search Number | 497136 |
| Department | Human Resources Operations |
| Title | University Education Assistant 3 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree or a combination of education and experience.
- Demonstrated computer software experience - MS Office Professional Suite with advanced knowledge of Excel and Word.
- Strong written and verbal communication skills.
- Demonstrated ability to provide excellent customer service to a wide variety of diverse individuals including faculty, staff, students, University administrators, and external constituents.
- Excellent organizational and administrative proficiency with attention to detail.
- Demonstrated critical thinking and ability to resolve routine problems efficiently, effectively, and independently.
- Ability to preserve confidential information and must have awareness of data integrity protocols.

PREFERRED QUALIFICATIONS

- Experience with Quali Financial Systems, CORE-CT, or similar enterprise systems.
- Prior experience in a higher education academic setting.
- Bilingual.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed sponsored posting
- CUPA - HR Jobline (College & University Professional Assoc for HR)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497136 | | | | | | | | | | | | |
| Unqualified | 4 | 12 | 3 | 1 | 2 | 0 | 2 | 6 | 0 | 0 | 3 | 33 |
| Qualified | 4 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 18 |
| Withdrawn | 1 | 6 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 4 | 15 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 6 |
| Hired | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 10 | 35 | 3 | 2 | 2 | 4 | 2 | 7 | 0 | 1 | 8 | 74 |

The Unqualified candidates did not meet the minimum requirements for the job posting.

18 Qualified applicants: 4 WM, 13 WF, 1 UU

- 4 WM, 13 WF, 1 UU did not have experience with Quali Financial Systems, CORE-CT, or similar enterprise systems.

8 Interviewed applicants: 1 WM, 4 WF, 1 HF, 1 AF, 1 TF

- 3 WF, 1 HF, 1 AF, 1 TF did not have the level of experience necessary providing customer service to a wide variety of diverse individuals including faculty, staff, students, University administrators, and external constituents based on responses to interview questions.

The 1 WF selected communicated her ability to learn and asked relevant questions during the interview. She displayed interpersonal skills and demonstrated a knowledge of HR operations that would be transferable to this role.

The 1 WM hire met a hiring goal.

| | |
|---------------|----------------------------------|
| Search Number | 495660 |
| Department | Human Resources Operations |
| Title | University Education Assistant 3 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 495660 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was filled without a full search would fill the void left by the unexpected resignation of an employee integral to special payroll processing. This role was one of two positions that process all the special payroll requests received in Human Resources. Human Resources desperately needs this position immediately filled to continue timely processing of special payroll hires and continuations, especially given the impact of the University’s new COVID vaccine policy for the large number of new hires on special payroll. The 1 WF selected worked previously in a temporary capacity and had experience with the nuances of special payroll systems and the parties involved. She had the immediate skills available to help HR maintain continuity in the Special Payroll Authorization Request system (SPAR) processes moving forward.

| | |
|---------------|----------------------------------|
| Search Number | 496505 |
| Department | HR and Organizational Dev |
| Title | University Education Assistant 3 |

MINIMUM QUALIFICATIONS

Two years of the following work experience:

- Experience working on personal computers and/or laptops with MS Windows
- Experience working with and organizing paper and/or Electronic files and/or systems
- Proficient in Microsoft Office Suite
- Experience writing and maintaining accurate and complete documentation
- Experience manipulating data in spreadsheets or the like
- Ability to abide by rules of confidentiality and compliance (federal and/or state)
- Strong attention to detail
- Excellent verbal and written communication skills

PREFERRED QUALIFICATIONS

- Associate's Degree or 2 years of college
- Knowledge of Human Resources Disciplines
- Knowledge of State or Federal Government
- Knowledge of Higher Education / Academia

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 496505 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF selected to perform a wide array of tasks for the HRIS team including project tracking, filing of official personnel files (paper and electronic), but most importantly to provide support to the team to move forward an initiative to convert all hard copy official personnel files to a digitized format. This significant project was expected to take at least two years and HR needed to have additional resources over current employees. The candidate had worked in the pre-project planning stage of a similar project before the hard copy to digital file conversion and was familiar with the tasks needed to begin the process. She had taken an instrumental role from the start, and her related knowledge benefited this project. Her previous experience contributed to improving efficiency during the required project tracking, processing of official personnel files (paper and electronic), and with moving an initiative forward to convert these files into a digital format. She also understood the files and the work being done. She also had experience working in higher education and was knowledgeable of state and federal regulations and guidelines.

| | |
|---------------|--------------------|
| Search Number | 496548 |
| Department | UConn Library |
| Title | Assistant Director |

MINIMUM QUALIFICATIONS

- Master’s degree or higher in library or information science or another relevant discipline.
- Minimum seven years of significant academic or research library experience (could also be consortia or related) with responsibility in one or more of the following areas: collection acquisitions and management, conservation, metadata services, digitization, copyright, or scholarly communications.
- Minimum three years of continuous supervisory experience of full-time professional staff; including demonstrated leadership skills, ability to influence and manage change, inspire innovation, delegate responsibility appropriately, and successfully support staff development.
- Ability to work creatively, collaboratively, and effectively and to be a leader in promoting teamwork, diversity, equity, and inclusiveness.
- Experience with collections budget management.
- Demonstrated interpersonal and public communication skills including the ability to serve as an advocate and spokesperson for the UConn Library.
- Analytical and conceptual skills and demonstrated knowledge of emerging trends in higher education, archives and special collections, or academic libraries.
- Ability to build successful partnerships at the university, regional, and national level.

PREFERRED QUALIFICATIONS

- Experience in promoting library collections and proven success engaging faculty, students, and administrators.
- Proven success with donor engagement.
- Experience with grant writing.
- Experience in archives and/or special collections, including knowledge of appraisal and acquisitions strategies for digital archives.
- Experience in consortial or multi-institutional program development.
- Experience in developing and implementing strategic plans or projects.
- Evidence of a strong record of professional service, scholarly publishing, or research.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- UConn Library Facebook

- UConn Library Instagram
- UConn Library Twitter
- Joblist ALA
- Jobs Chronicle
- Nyla.org
- Bcala.org

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 496548 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 7 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WF, 1 BF

- 1 WF did not have the required experience in archives and/or special collections, including knowledge of appraisal and acquisitions strategies for digital archives based on application materials.
- 1 BF did not have experience in consortia or multi-institutional program development.

7 Interviewed applicants: 2 WM, 5 WF

- 1 WM needed development in demonstrating working knowledge to provide support, inclusion, and advocacy for archives and special collections in the overall strategy of collection development.
- 1 WM, 1 WF did not have experience promoting library collections and proven success engaging faculty, students, and administrators.
- 1 WF did not demonstrate the ability to serve as an advocate and spokesperson for the UConn Library.
- 1 WF needed development in collegial collaborations and promoting library collections and proven success engaging faculty, students, and administrators.
- 1 WF did not successfully articulate the ability to build partnerships at the local, regional, and national level.

The 1 WF selected explained how she integrated the principles of DEIAJ, worked creatively, collaboratively, and effectively in promoting teamwork, diversity, equality, and inclusiveness. She related her experience in being a leader, modeling, possessing, and promoting a vision of a clear leadership philosophy. She displayed the necessary interpersonal and public

communication skills, including the ability to serve as an advocate and spokesperson for UConn Library during interactions in the interview. She also had experience in requisite areas of archives and digital libraries in collections.

| | |
|---------------|-----------------------------|
| Search Number | 496776 |
| Department | Student Health and Wellness |
| Title | Assistant Director |

MINIMUM QUALIFICATIONS

- Master’s degree with 10 years of experience or bachelor’s degree with 15 years of experience or equivalent combination of training and experience in nursing, quality, data management, auditing and compliance, or related field.
- A minimum of ten years of experience in either a health care setting and/or higher education.
- A minimum of five years of direct supervisory experience.
- Demonstrated understanding of and stated commitment to diversity, inclusion, and equity.
- Demonstrated experience working collaboratively with diverse populations.
- Knowledge of applicable laws, regulations, nationally recognized standards, and guidelines related to healthcare.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn OIE Diversity Site
- UConn Cultural Center Directors
- Student Affairs Daily Newsletter
- UConn Careers
- Diversity.com
- American College Health Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 496776 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 5 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 5 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 3 WF, 1 BM

- 2 WF did not have specialized knowledge in health information compliance or medical record auditing and management.
- 1 BM did not have the necessary ten years of healthcare or higher education setting.

The 1 WF selected demonstrated experience with data management and risk management, quality improvement, compliance, auditing, data analytics and years of overall professional experience in the field. She had knowledge of SHaW and UConn from various roles and demonstrated a detailed approach to this work. She communicated her commitment to DEI issues and gave detailed examples of how this applied to her leadership style. Her references spoke about her integrity, ethical approach to the work and management style, as well as her ability to be a leader in the field.

| | |
|---------------|----------------------------------|
| Search Number | 497362 |
| Department | Vice President for Research |
| Title | University Education Assistant 3 |

MINIMUM QUALIFICATIONS

- Associate’s degree and three to four years of experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity. Education and training may be substituted for years of experience.
- Ability to maintain strict confidentiality and to function effectively in ambiguous situations requiring the exercise of significant judgment and discretion.
- Experience working in a fast-paced, complex, multi-faceted office environment.
- Excellent organizational skills and attention to detail.
- Excellent writing, verbal, and interpersonal communication skills.
- Excellent knowledge of MS Office applications including Word, Excel, PowerPoint, OneDrive, Teams, and Outlook.
- Ability and willingness to travel to other UConn campuses on an as-needed basis.

PREFERRED QUALIFICATION

- Bachelor’s degree and one to three years of administrative experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity.
- Two or more years of experience with complex scheduling and arranging for related meetings and travel logistics.
- Experience providing executive scheduling/administrative support in a higher education administrative office or similarly complex organization.

- Experience arranging for domestic and international travel.
- Proficiency with administrative technology and tools for scheduling meetings and events; updating directories; marketing or publication on social media, etc.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Human Resources Page
- Indeed
- Inside Higher Ed Careers
- CT Hires (CT and US DOL Websites)
- OVPR Careers Page
- LinkedIn
- National Council of University Research Administrators

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497362 | | | | | | | | | | | | |
| Unqualified | 1 | 10 | 2 | 1 | 0 | 2 | 0 | 4 | 0 | 0 | 5 | 25 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 13 | 2 | 1 | 0 | 2 | 0 | 4 | 0 | 0 | 7 | 31 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 3 WF

- 1 WF did not have experience working in higher education or communicate how prior experience would translate to this role.
- 1 WF selected resulted in a promotion and is reported in the Promotional Goals Analysis under the same search number.

The 1 WF selected had a BS in Communications. She demonstrated communication, writing, analytical, and investigative skills in her detailed responses to interview questions. She had experience in a fast-paced environment, and worked on compliance, confidential material, and budgeting, along with processing claims. She had experience utilizing databases, social media, and websites, scheduling events, and working on client relationships. Her wide-ranging skillset was directly transferrable to this role.

| | |
|---------------|----------------------------------|
| Search Number | 497524 |
| Department | Provost Academic Affairs |
| Title | University Education Assistant 3 |

MINIMUM QUALIFICATIONS

- Associate’s degree and three to four years of experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity. Education and training may be substituted for years of experience.
- Excellent interpersonal skills and demonstrated ability to establish relationships with a variety of constituents.
- Proven business acumen commensurate with the needs of an executive office including the ability to work independently, exercise sound judgment to resolve complex issues, and prioritize routine and high-level tasks and demands.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office applications including Teams, SharePoint, Word, Excel, PowerPoint, and Outlook.

PREFERRED QUALIFICATIONS

- Bachelor’s degree and one to three years of administrative experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity.
- Experience working or volunteering in a higher education setting.
- Proficiency with virtual meeting platforms (WebEx and Microsoft Teams), advanced proficiency in Outlook and other scheduling tools.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Networking
- Targeted outreach
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497524 | | | | | | | | | | | | |
| Unqualified | 4 | 7 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 16 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 5 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 9 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 4 | 17 | 1 | 1 | 0 | 3 | 0 | 2 | 1 | 1 | 4 | 34 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Qualified applicants: 3 WF, 1 HF, 1 UU

- 2 WF, 1 HF, 1 UU did not have experience working or volunteering in a higher education setting.
- 1 WF did not have proficiency with virtual meeting platforms (WebEx and Microsoft Teams), advanced proficiency in Outlook and other scheduling tools.

11 Interviewed applicants: 6 WF, 1 BF, 1 HF, 1 AF, 1 TF, 1 UU

- 1 WF did not articulate the ability to successfully support the operations of an office or to support management or leadership based on her inability to fully respond to questions.
- 1 WF did not have experience in higher education or working in a high-volume office.
- 1 WF, 1 BF did not respond to requests to interview.
- 1 HF did not display attention to detail or the necessary communication skills as she did not know which position she was applying or interviewing for.
- 1 WF, 1 UU did not have the administrative support experience required to work in a high-volume office setting.
- 1 AF had no formal work experience and was unable to communicate an understanding of the position.
- 1 TF did not display the attention to detail needed to perform in this role and was unable to give thorough responses to interview questions.

The 1 WF selected had knowledge of university systems such as WebEx and Microsoft Office. She had experience working in higher education and demonstrated proficiency in using virtual meeting platforms based on responses to interview questions. She successfully demonstrated the ability to support the needs of an executive office, work independently, exercise sound judgement to resolve complex issues, and prioritize tasks.

The 1 WF selected had several years of related experience. She provided examples of being detail-oriented and demonstrated flexibility in completing a variety of projects successively. She displayed the necessary communication and interpersonal skills through her job materials and interview.

| | |
|---------------|----------------------------------|
| Search Number | 497543 |
| Department | Provost Academic Affairs |
| Title | University Education Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and 3 years of experience in an administrative capacity OR Master’s degree and 1 year of experience.
- Excellent organizational and problem-solving skills; exceptional attention to detail.
- Excellent oral and written communication skills.
- Competence using Microsoft Excel and PowerPoint.

PREFERRED QUALIFICATIONS

- Master’s degree in business administration, public administration, human resource management, or a related field.
- Experience working in a higher education setting.
- Experience in workforce planning, including managing hiring or compensation.
- Familiarity with applicant tracking systems, personnel databases, or customer relationship management software including PageUp, Microsoft Access, Quali Financial Data Mart, or similar programs.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Networking
- Targeted outreach
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497543 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 2 WM, 2 WF, 1 BM, 1 UU

- 1 WM did not demonstrate the necessary interpersonal skills when he discussed conflicts in the workplace that he was unable to resolve.
- 1 WM, 1 WF did not have experience working with online systems such as PageUp, Microsoft Access, or Quali Financial Data Mart.
- 1 BM, 1 UU did not have the necessary level of experience in workforce planning, including managing hiring or compensation based on responses to interview questions.

The 1 WF selected had professional analysis experience through her previous positions. She displayed the necessary interpersonal and communication skills during both interviews when she was able to successfully communicate her related experience and how it would transfer to this role. She provided detailed examples of process improvement, taking initiative, and instances where she worked independently and, in a team, setting. She had experience with commonly used UConn systems and platforms such as PageUp, Microsoft Access, Quali Financial Data Mart.

| | |
|---------------|----------------------------------|
| Search Number | 497636 |
| Department | Research |
| Title | University Education Assistant 3 |

MINIMUM QUALIFICATIONS

- Associate’s degree and two years of intensive and complex experience in scheduling, logistics, travel, or event management or an equivalent combination of education and experience.
- Ability to maintain strict confidentiality and to function effectively in ambiguous situations requiring the exercise of significant judgment and discretion.
- Experience working in a fast-paced, complex, multi-faceted office environment.
- Excellent organizational skills and attention to detail.
- Excellent writing, verbal, and interpersonal communication skills.
- Excellent knowledge of MS Office applications including Word, Excel, PowerPoint, OneDrive, Teams, and Outlook.
- Ability to work in Storrs and Farmington approximately one-three days/week.

PREFERRED QUALIFICATION

- Bachelor’s degree and two years of intensive and complex experience in scheduling, logistics, travel, or event management.
- Experience providing executive scheduling/administrative support in a higher education or large and comparably complex administrative office.
- Experience arranging for domestic and international travel.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Human Resources Page
- Indeed
- LinkedIn
- Inside Higher Ed Careers
- CT Hires (CT and US DOL Websites) (not always automatic)
- OVPR Careers Page
- College Central Network

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497636 | | | | | | | | | | | | |
| Unqualified | 1 | 10 | 0 | 0 | 0 | 3 | 2 | 1 | 0 | 2 | 2 | 21 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 16 | 0 | 0 | 0 | 3 | 2 | 1 | 0 | 2 | 5 | 30 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WF, 1 UU

- 1 WF, 1 UU did not have a Bachelor’s degree and two years of experience in scheduling, logistics, travel, or event management.

4 Interviewed applicants: 3 WF, 1 UU

- 1 WF did not have direct executive scheduling experience as she had only assisted in her previous role.
- 1 WF did not have international travel experience, or the required level of project management experience needed for the position.
- 1 UU did not thoroughly answer all interview questions, particularly about her executive scheduling support experience.

The 1 WF selected had experience managing multiple schedules, including executive schedules, and coordinating in-person, hybrid, and remote events. She had a background in domestic and international travel planning using Concur, conducting research, completing projects, and managing multiple priorities. She described her ability and flexibility to take on numerous responsibilities, working both independently and as part of a team.

| | |
|---------------|----------------------------------|
| Search Number | 496968 |
| Department | Research |
| Title | University Education Assistant 3 |

MINIMUM QUALIFICATIONS

- Associate's degree and three to four years of experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity. Education and training may be substituted for years of experience.
- Ability to maintain strict confidentiality and to function effectively in ambiguous situations requiring the exercise of significant judgment and discretion.
- Ability to work independently and regularly exercise judgment in line with established policies and procedures.
- Excellent writing, verbal, and interpersonal communication skills.
- Proficient user of Microsoft Office Suite.
- Ability and willingness to travel to other work locations.

PREFERRED QUALIFICATIONS

- Bachelor's degree and one to three years of administrative experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity.
- Two or more years of general administrative experience including complex scheduling and arranging of related logistics.
- Experience providing executive scheduling/administrative support in a higher education administrative office or similarly complex organization.
- Experience arranging for domestic and international travel.
- Proficiency with administrative technology and tools for purposes such as scheduling meetings and events; updating directories; marketing or publication on social media, etc.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- LinkedIn
- CT Hires (CT and US DOL Websites) (not always automatic)
- OVPR Careers Page
- RESADM-L
- National Council of University Research Administrators

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 496968 | | | | | | | | | | | | |
| Unqualified | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 11 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 9 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 15 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WF, 1 BF

- 1 WF did not communicate how her experience in providing executive scheduling/administrative support in a higher education administrative office or similarly complex organization would translate into the position.

The 1 BF selected had experience in providing executive scheduling and administrative support. Her references spoke about her work ethic, high level of professionalism, ability to handle difficult situations with ease and candor, high level of confidentiality, quick to learn, and take on new tasks.

Category 3: Residential Life

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 3-Residential Life | 4 | 0 | 0 | 1 | 0 | 2 | 0 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------|----------|----|----------|-------------------------|-----------|
| 3-Residential Life | Y | BF | 496974 | Residence Hall Director | 1 |
| | Y | HF | 496974 | Residence Hall Director | 1 |
| | N | WF | 496974 | Residence Hall Director | 1 |
| | N | HM | 496974 | Residence Hall Director | 3 |

| | |
|---------------|-------------------------|
| Search Number | 496974 |
| Department | Residential Life |
| Title | Residence Hall Director |

MINIMUM QUALIFICATIONS

- Master’s degree and two years of residence hall experience or Bachelor’s degree and three or more years of professional residence hall experience.
- Supervision of residence hall or other staff in College or University residence halls or student affairs settings.
- An understanding of, sensitivity to, and desire to live and work with a diverse student population.
- Experience enhancing students’ academic and personal development through advising student groups, providing leadership training, and program development.
- Experience addressing individual student and community behavioral matters.
- Ability to think critically and effectively plan and organize work.
- Experience working as a part of a multi-faceted student-oriented team including liaison work with offices such as Dining Services, Facilities, Public Safety, and Student Health Services.
- Willingness to work irregular and flexible hours.

PREFERRED QUALIFICATIONS

- Master’s degree in college student personnel, higher education, counseling, or at least five years of university residence hall supervisory experience.
- Two years or more of post Master’s residence hall work experience.
- Current membership and/or active involvement in related professional organizations.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- NEACUHO Listserv
- Higher Ed Jobs.com
- ACUHO-I Listserv
- Diverse Issues in Higher Education
- NASPA - online
- American College Personal Association- online

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Residential Life | | | | | | | | | | | | |
| 496974 | | | | | | | | | | | | |
| Unqualified | 16 | 14 | 11 | 11 | 7 | 7 | 1 | 4 | 3 | 1 | 9 | 84 |
| Withdrawn | 5 | 4 | 3 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 18 |
| Interviewed | 0 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 6 |
| Offer Declined | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Grand Total | 22 | 23 | 14 | 14 | 12 | 9 | 1 | 6 | 3 | 3 | 11 | 118 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

16 Interviewed applicants: 1 WM, 5 WF, 2 BF, 4 HM, 1 HF, 1 AF, 1 TF, 1 UU

- 1 WM, 2 WF, 1 AF were offered the position and declined.
- 2 WF, 1 BF, 1 TF, 1 UU all had difficulty answering questions and could not relate their previous experience to the Hall Director position.
- 1 HM did not respond to offers of a second interview.

The 1 BF, 1 HF hires met hiring goals.

The 1 WF selected had Residence Hall Director experience from another institution, including as a supervisor, and she communicated how these past learned skills would be applied at UConn. She provided examples of working with upper class students with housing and their various needs. She had strong references, and her past supervisors emphasized her professional skills in residential life.

The 1 HM selected had knowledge of and experience in diversity, multiculturalism, and social justice education. He communicated that he would bring these concepts into student conduct meetings, RA supervision, and in advising and general interactions with students in the residence hall. He had a positive set of references from past supervisors.

The 1 HM selected demonstrated the necessary communication skills, and articulated how he uses critical thinking in his approach to RA supervision. He had a focus on student success, and

articulated how he would hold students accountable. He discussed his experience working with an all-male residence hall, and how he brought diversity, equity, and inclusion to his work with this population, and how he would do the same at UConn. He had positive references from past supervisors that highlighted his professional knowledge.

The 1 HM selected had experience supervising a resident hall. He had experience addressing individual student and community behavioral matters. He gave examples of how he was able to apply diversity, multiculturalism, and social justice education to student conduct meetings, RA supervision, advising, and interactions with students. He had positive references from past supervisors that highlighted his professional knowledge.

Category 3: Specialist

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 3-Specialist | 7 | 0 | 0 | 4 | 1 | 0 | 3 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|---------------------|----------|----|----------|----------------|-----------|
| 3-Specialist | Y | WM | 497104 | Specialist IA | 1 |
| | Y | WM | 497135 | Specialist IA | 1 |
| | Y | WM | 497179 | Specialist IA | 4 |
| | Y | WM | 497234 | Specialist IA | 1 |
| | Y | BF | 497472 | Specialist IA | 1 |
| | Y | BF | 497673 | Specialist IA | 1 |
| | Y | AM | 497234 | Specialist IA | 1 |
| | N | WM | 497234 | Specialist IA | 1 |
| | N | WM | 497405 | Specialist IA | 1 |
| | N | WM | 497849 | Specialist IA | 1 |
| | N | WM | 497863 | Specialist IA | 1 |
| | N | WF | 497040 | Specialist IA | 1 |
| | N | WF | 497121 | Specialist IA | 1 |
| | N | WF | 497206 | Specialist IA | 1 |
| | N | WF | 497525 | Specialist IA | 1 |
| | N | WF | 497694 | Specialist IA | 1 |
| | N | BM | 497079 | Specialist IIA | 1 |
| | N | BM | 497177 | Specialist IA | 1 |
| | N | BM | 497209 | Specialist IA | 1 |
| | N | BM | 497480 | Specialist IA | 1 |
| | N | TM | 497079 | Specialist IIA | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497104 | | | | | | | | | | | | |
| Unqualified | 12 | 2 | 5 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 4 | 27 |
| Qualified | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 15 | 3 | 6 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 4 | 32 |

This hire met a hiring goal.

| | WM | WF | BM | | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|----------|----------|--|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | | |
| 497135 | | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 0 | 0 | | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 3 |
| Withdrawn | 0 | 0 | 0 | | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 0 | 0 | | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 6 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497179 | | | | | | | | | | | | |
| Unqualified | 18 | 0 | 5 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 | 27 |
| Qualified | 10 | 0 | 6 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 1 | 22 |
| Hired | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Grand Total | 32 | 0 | 11 | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 3 | 53 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497472 | | | | | | | | | | | | |
| Qualified | 7 | 5 | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 19 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 5 | 2 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 20 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497673 | | | | | | | | | | | | |
| Unqualified | 1 | 4 | 1 | 4 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 12 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 4 | 1 | 5 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 13 |

This hire met a hiring goal.

| | |
|---------------|-----------------------|
| Search Number | 497234 |
| Department | Athletics MI Football |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- Knowledge of the correct application of NCAA regulations.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Experience working with a Division I football program.
- Previous experience assisting the overall operations of recruitment.
- Proficiency in Teamworks.
- Proficiency in Microsoft Suite.
- Possesses coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its football program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497234 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 15 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 21 |
| Hired | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Grand Total | 17 | 1 | 5 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 28 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

21 Qualified applicants: 15 WM, 1 WF, 2 BM, 1 HM, 1 TM, 1 UU

- 15 WM, 1 WF, 2 BM, 1 HM, 1 TM, 1 UU did not possess coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its football program.

3 Interviewed applicants: 2 WM, 1 AM

The 1 WM selected demonstrated the necessary communication skills for effective talent identification and recruiting, which would be used to communicate with families of recruits and to represent the football program. He gave examples of how he would succeed in this role. His plan aligned with that of the football program and Division, and he understood how the recruiting operations were integrated into the program.

The 1 WM, 1 AM hires met hiring goals.

| | |
|---------------|---------------------------|
| Search Number | 497405 |
| Department | Athletics Strength Center |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Minimum of a Master’s degree in nutrition/dietetics, exercise science, or a related field.
- A minimum of three years of work experience as a Registered Dietitian (RD), preferably in collegiate or professional sports nutrition environment.
- Effective communication skills (written and oral) are critical and interpersonal skills are essential.
- Demonstrated ability to work in collaboration with sports medicine staff, sport performance coaches, and sport coaches to create an optimal health and performance environment.
- Knowledge of medical nutrition therapy, disordered eating, and motivational interviewing.
- Skilled in all aspects of Body Composition Analysis, Performance Nutrition, Medical Nutrition, and Disordered Eating.
- Experience with individualized nutrition counseling as well as group nutrition planning.
- Sensitivity to student-athlete issues.
- Proven ability to maintain confidentiality and discretion, handling sensitive matters involving patients.
- Knowledge of NCAA rules, specifically those surrounding the area of nutrition and supplementation.

PREFERRED QUALIFICATIONS

- Ph.D. in nutritional sciences, exercise science, or a related field.
- Credentialed as a Certified Specialist in Sports Dietetics (CSSD) by the Commission on Registration of the Academy of Nutrition and Dietetics.
- Experience working within an Electronic Medical/Health Records System.
- Experience that demonstrates the ability to work successfully with a diverse student population.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- NCAA
- D1.ticker
- CPSDA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497405 | | | | | | | | | | | | |
| Unqualified | 3 | 10 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 17 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 11 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 1 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 1 WM, 1 WF, 1 HF

- 1 WF withdrew prior to the interview.
- 1 HF did not have the necessary experience in administration and providing nutrition support to college-level athletes. She did not communicate specific details about the elements of her group nutrition plan.

The 1 WM selected described his clinical knowledge and administrative experience. He provided feedback from former staff and student-athletes that reflected his consistent engagement with student athletes, and his organized presentation of his nutrition plans for the department. He described his experience working with the various challenges that accompany this role.

| | |
|---------------|---------------------|
| Search Number | 497849 |
| Department | Athletics MI Hockey |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Master’s degree.
- A minimum of five years (within the past ten years) of combined coaching experience at the collegiate and/or preparatory school level.
- A demonstrated working knowledge of NCAA regulations.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Collegiate playing experience.
- Experience as a goalie coach at a Division I hockey program.
- Hockey East experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497849 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected described an action plan and strategy for identifying and evaluating talent that aligned with the men’s hockey program and that of the Division. He communicated a commitment to the academic goals of the university. He demonstrated the required organizational, communication, and public relations skills necessary to communicate with the families of recruits while representing the program.

| | |
|---------------|---------------------------|
| Search Number | 497863 |
| Department | Athletics Strength Center |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Master's degree in sport/exercise science related field.
- Current Certified Strength and Conditioning Specialist (CSCS by the National Strength and Conditioning Association).
- Current CPR/First Aid certification.
- USA Weightlifting Level 1 (USAW1) certification.
- Certified ArmCare Specialist.
- Functional Movement Screen Level 1 (FMS 1).
- Demonstrated knowledge of the correct application of NCAA regulations.
- Demonstrated ability to collaborate with coaching staff and Sports Medicine staff.
- Minimum 2 academic years of experience independently programming and conducting training sessions for swimming, diving, and tennis.
- Experience in the use of Force Plates, VBT assessment tools, and ArmCare assessment program.

PREFERRED QUALIFICATIONS

- Registered Strength and Conditioning Coach.
- Experience managing social media platforms for department and website oversight.
- Experience with oversight and curriculum for student internship program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497863 | | | | | | | | | | | | |
| Unqualified | 11 | 4 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 19 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 12 | 4 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 20 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected had over two years of experience in Swimming, Diving, and Tennis programming. He had obtained the required Arm Care Specialist certification and was able to explain how to incorporate the necessary interventions and assessments of the system with student-athletes. He also had experience managing social media platforms for educational and promotional purposes.

| | |
|---------------|---------------------|
| Search Number | 497040 |
| Department | Athletics WI Soccer |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Three years of Division I collegiate coaching experience including demonstrated experience in the recruiting process of qualified student-athletes.
- Demonstrated working knowledge of the correct application of NCAA regulations.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Experience with coaching goalkeepers.
- Collegiate playing experience.
- Experience in video analysis and preparation of scouting reports.
- Experience with team operational functions, such as travel, budgeting, and organization of recruiting visits.
- Experience in marketing and community involvement through youth soccer programs.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- NCAA
- Connect

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497040 | | | | | | | | | | | | |
| Unqualified | 23 | 6 | 4 | 1 | 3 | 2 | 0 | 0 | 0 | 0 | 1 | 40 |
| Qualified | 6 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 31 | 15 | 5 | 1 | 3 | 2 | 0 | 0 | 0 | 0 | 1 | 58 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Qualified applicants: 6 WM, 3 WF

- 6 WM, 3 WF did not have experience in marketing and community involvement through youth soccer programs.

7 Interviewed applicants: 2 WM, 4 WF, 1 BM

- 2 WM did not have the necessary experience in goalkeeping or marketing and community involvement in youth soccer programs.
- 2 WF did not have the necessary experience recruiting qualified student athletes or preparing scouting reports and video analysis.
- 1 WF, 1 BM did not have direct experience in the recruitment process of qualified student athletes and did not have the recruiting connections needed for this level.

The 1 WF selected had experience in recruiting and candidate's international experience with the Canadian U-20 National Team. She had a background in coaching, with experience in video analysis and preparing scouting reports. She successfully demonstrated her organizational, communication, and public relations skills, and gave many examples of her marketing and community involvement in youth soccer programs.

| | |
|---------------|-------------------------|
| Search Number | 497121 |
| Department | Athletics WI Volleyball |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Four years of experience of Division I collegiate coaching experience within the last eight years.

- Demonstrated experience in on-court training.
- Demonstrated experience in the recruiting process of qualified student-athletes.
- Demonstrated working knowledge of the correct application of NCAA regulations.
- Knowledge of and prior experience with administration of collegiate team travel and summer camps.
- Familiar with program budget management.
- Strong commitment in diversity, equity, and inclusion, along with academic goals of the University.
- Has excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Collegiate playing experience.
- Three or more years serving as a team’s recruiting coordinator; possesses a geographical recruiting base.
- Experience in coaching in a post-season tournament (NCAA or NIVC).
- Prior experience in community outreach and/or involvement with university activities.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- NCAA
- American Volleyball Coaches Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497121 | | | | | | | | | | | | |
| Unqualified | 16 | 6 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 3 | 29 |
| Qualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 19 | 10 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 3 | 37 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Qualified applicants: 2 WM, 2 WF

- 2 WM, 1 WF do not have prior experience in community outreach or involvement with university activities.
- 1 WF had a negative reference check.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM did not have the experience, creative skills, and plan necessary for the recruiting element of the job position.

The 1 WF selected presented a detailed, thorough plan by providing ideas that will assist with recruiting efforts. She successfully communicated her knowledge about NCAA rules and compliance and had researched the UConn coaching staff.

| | |
|---------------|-----------------------|
| Search Number | 497206 |
| Department | Athletics MI Football |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Sport Management.
- Experience working in a Division I football program.
- Knowledge of the correct application of NCAA regulations.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Previous experience assisting the overall operations of recruitment at the FBS level.
- Proficiency in Teamworks.
- Proficiency in Microsoft suite.
- Possesses coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its football program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497206 | | | | | | | | | | | | |
| Unqualified | 6 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Qualified | 11 | 2 | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 2 | 22 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 17 | 4 | 4 | 3 | 1 | 0 | 0 | 0 | 0 | 2 | 2 | 33 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

22 Qualified applicants: 11 WM, 2 WF, 4 BM, 1 BF, 1 HM, 1 TF, 2 UU

- 11 WM, 2 WF, 4 BM, 1 BF, 1 HM, 1 TF, 2 UU did not indicate coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its football program in their application materials.

1 Interviewed applicant: 1 WF

The 1 WF selected demonstrated communication skills and work ethic, which were necessary to act as a liaison to various units on campus and to organize on-campus visits. She outlined ideas from previous experience about how the official recruiting process can become more effective. Her plan aligned with that of the football program and the Division.

| | |
|---------------|---------------------------|
| Search Number | 497525 |
| Department | Athletics WI Field Hockey |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Olympic Field Hockey experience.
- 10 years of women's international field hockey playing or coaching experience.
- Demonstrated working experience or understanding of NCAA regulations.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Goalkeeping experience.
- Possesses coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its field hockey program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497525 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected demonstrated the communication skills and professionalism necessary for the position. She described her knowledge and plan to align with the academic goals of the University, and to the Field Hockey program’s team culture and development.

| | |
|---------------|-----------------------|
| Search Number | 497694 |
| Department | Athletics WI Softball |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- Collegiate coaching experience.
- Collegiate playing experience.
- Demonstrated working knowledge of NCAA regulations.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Three to five years of experience coaching at the college level within the last 7 years.
- Ability to instill offensive philosophies and/or run an offense.
- Commitment to professional development.

- Collegiate recruiting experience.
- Managing college camps.
- Assisting with alumnae program involvement.
- Experience in film editing and analytics.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- NCFA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497694 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 7 | 0 | 1 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Qualified applicants: 3 WF, 1 BF, 3 HF

- 3 WF, 1 BF, 3 HF did not have experience assisting with alumnae program involvement.

3 Interviewed applicants: 3 WF

- 1 WF did not have the experience in recruiting at the level needed for this position.
- 1 WF did not effectively communicate her offensive philosophy and use of technology to advance hitters,

The 1 WF selected had a detailed and thorough action plan for recruitment. She communicated strategies to further assist the process. She communicated a knowledge of UConn, along with its softball program and coaching staff.

| | |
|---------------|-----------------------|
| Search Number | 497079 |
| Department | Athletics MI Football |
| Title | Specialist IIA |

MINIMUM QUALIFICATIONS

Bachelor’s degree; three years of experience as a football coach at collegiate FBS, FCS, or NFL within the past 10 years; working knowledge of the correct application of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, teaching, communication, and public relations skills.

PREFERRED QUALIFICATIONS

Five years of collegiate coaching experience at the Division I level; possess coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its football program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnhuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497079 | | | | | | | | | | | | |
| Unqualified | 8 | 0 | 9 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 22 |
| Qualified | 10 | 0 | 10 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 2 | 26 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Grand Total | 20 | 0 | 20 | 0 | 4 | 0 | 2 | 0 | 3 | 0 | 3 | 52 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

26 Qualified applicants: 10 WM, 10 BM, 1 HM, 2 AM, 1 TM, 2 UU

- 10 WM, 10 BM, 1 HM, 2 AM, 1 TM, 2 UU did not indicate coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its football program in their application materials.

3 Interviewed applicants: 1 WM, 1 BM, 1 TM

- 1 WM was selected for another position.

The 1 BM selected presented an action plan and strategy for searching for and evaluating talent. He demonstrated the necessary communications skills, which showed his ability to communicate with families of recruits and represent the football program. His plan aligned with that of the football program and the Division.

The 1 TM selected presented an action plan and strategy in looking for and evaluating talent. He exhibited the necessary communication skills, which showed his ability to communicate with families of recruits and represent the football program. He gave many examples of how he would be successful in this position and communicated an understanding of student athletes. His plan aligned with that of the football program and the Division.

| | |
|---------------|-----------------------|
| Search Number | 497177 |
| Department | Athletics MI Football |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Master's degree or working towards completion of degree.
- Two years of full-time experience as a Strength and Conditioning Coach at the collegiate level or experience as a Strength and Conditioning Coach at the professional level.
- Certified by the National Strength and Conditioning Association (NSCA), CPR/First Aid certification.
- Demonstrated knowledge of the correct application of NCAA regulations.
- Prior experience with teaching the power lifts, the Olympic lifts, and the various forms of periodization.

PREFERRED QUALIFICATIONS

- Three or more years of Football Strength and Conditioning Coaching experience at an FCS and or FBS institution.
- Has designed and implemented multiple sport speed development programs in the collegiate setting.
- Possesses student-athlete development philosophies consistent with that of the Division of Athletics and its football program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- UConnHuskies.com
- NCAA
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497177 | | | | | | | | | | | | |
| Unqualified | 13 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 | 20 |
| Qualified | 17 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 21 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 32 | 1 | 5 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 5 | 46 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

21 Qualified applicants: 17 WM, 1 WF, 1 BM, 1 HM, 1 UU

- 3 WM, 1 WF did not have three or more years of football strength and conditioning coaching experience at an FCS and or FBS institution.
- 14 WM, 1 BM, 1 HM, 1 UU had not designed and implemented multiple sport speed development programs in a collegiate setting.

3 Interviewed applicants: 2 BM, 1 UU

- 1 BM was found to not have three or more years of full-time experience working with football at the FBS level.
- 1 UU did not have a specific focus on football or experience training student athlete football players at the FBS level.

The 1 BM was selected due to his experiences that involved overseeing strength, conditioning programs, and designing speed training programs for multiple sports at the collegiate and professional level. He described his ability to develop positive working relationships with both coaching staff and student athletes at previous institutions of work. He had experience designing wellness questionnaires and supervising return to play programs for athletes in conjunction with athletic training staff. He had a training philosophy consistent with that of the Division of Athletics and the football program.

| | |
|---------------|-----------------------|
| Search Number | 497209 |
| Department | Athletics MI Football |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor’s degree required.
- Knowledge of the correct application of NCAA regulations.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Two years of experience working with a Division I football or NFL program.
- Football operations experience.
- Possesses coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its football program.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- FB Scoop
- Teamworks

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|-----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497209 | | | | | | | | | | | | |
| Qualified | 58 | 11 | 24 | 4 | 4 | 1 | 2 | 1 | 3 | 1 | 10 | 119 |
| Withdrawn | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 59 | 11 | 25 | 5 | 4 | 1 | 2 | 1 | 3 | 1 | 10 | 122 |

119 Qualified applicants: 58 WM, 11 WF, 24 BM, 4 BF, 4 HM, 1 HF, 2 AM, 1 AF, 3 TM, 1 TF, 10 UU

- 58 WM, 11 WF, 24 BM, 4 BF, 4 HM, 1 HF, 2 AM, 1 AF, 3 TM, 1 TF, 10 UU do not indicate coaching and student athlete development philosophies consistent with that of the Division of Athletics and its football program in their application materials.

1 Interviewed applicant: 1 BM

The 1 BM selected demonstrated the necessary leadership abilities and communication skills to serve as a liaison to various units on campus. His plan aligned with that of the football program and the Division, and he provided multiple examples of how he would be successful in this role.

| | |
|---------------|---------------------|
| Search Number | 497480 |
| Department | Athletics MI Soccer |
| Title | Specialist IA |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Collegiate coaching experience.
- Knowledge of the recruiting process for qualified student-athletes.
- A demonstrated working knowledge of the correct application of NCAA regulations and the awarding of athletic scholarships.
- Strong commitment to the academic goals of the University.
- Excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

- Master's degree.
- Prior experience breaking down film and providing instructional feedback to collegiate men's soccer student-athletes.
- Possesses coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its men's soccer program.
- Extensive experience in game videotape review and preparation of scouting reports.
- Experience in marketing and community involvement through youth soccer programs.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Specialist | | | | | | | | | | | | |
| 497480 | | | | | | | | | | | | |
| Qualified | 9 | 0 | 3 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 17 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 0 | 4 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 18 |

17 Qualified applicants: 9 WM, 3 BM, 4 HM, 1 AM

- 9 WM, 3 BM, 4 HM, 1 AM did not indicate coaching and student-athlete development philosophies consistent with that of the Division of Athletics and its men’s soccer program in their application materials.

1 Interviewed applicant: 1 BM

The 1 BM selected had experience in collegiate coaching and in the recruiting process of qualified student-athletes. He demonstrated a working knowledge of the accurate application of NCAA regulations and presented a philosophy that was consistent with the academic goals of the university. He demonstrated the communication, organization, and public relations skills necessary for the job.

Category 3: Student Health and Welfare

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 3-Student Health/Welfare | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------------|----------|----|----------|-------------------------|-----------|
| 3-Student Health/Welfare | Y | AF | 497542 | Mental Health Clinician | 1 |
| | N | WF | 496043 | Mental Health Clinician | 1 |
| | N | WF | 497609 | Mental Health Clinician | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Health/Welfare | | | | | | | | | | | | |
| 497542 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Qualified | 2 | 4 | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 13 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 1 | 6 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 19 |

This hire met a hiring goal.

| | |
|---------------|-----------------------------|
| Search Number | 496043 |
| Department | Student Health and Wellness |
| Title | Mental Health Clinician |

MINIMUM QUALIFICATIONS

- Doctorate in Counseling or Clinical Psychology from a regionally accredited institution of higher education.
- Licensed in the State of Connecticut as a Psychologist or immediately eligible for licensure within one year of hire.
- One year of related experience, which may include hours for obtaining the license.
- Must have a demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues in the delivery of clinical services.
- Demonstrated experience working with diverse populations.
- Previous experience working effectively and collegially as part of an interdisciplinary behavioral health care team.

PREFERRED QUALIFICATIONS

- State of CT Licensed Psychologist.

- More than two years of post-graduate work experience providing psychotherapeutic counseling to adolescents and young adults.
- Experience providing clinical supervision to doctoral interns.
- Demonstrated experience providing culturally responsive mental health services to college students.
- Demonstrated training in brief treatment models.
- Demonstrated expertise in a minimum of one specific treatment relevant to collegiate mental health (for example eating disorders, attention deficit disorder).
- Demonstrated experience working with a minimum of one specific population in college settings (for example LGBTQ, non-traditional students, students of color, etc.).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AUCCCO
- ACCCCS

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Health/Welfare | | | | | | | | | | | | |
| 496043 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 8 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 12 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 4 WF, 1 HF

- 2 WF, 1 HF did not present a relevant presentation on mental health treatment and services for collegiate student athletes in their interview.
- 1 WF did not describe her clinical acumen that was needed for this position in her responses to interview questions.

The 1 WF selected had experience with diverse and marginalized populations in a range of settings and discussed her focus on providing culturally informed care. She provided examples of how she had utilized those experiences in treating diverse populations. Additionally, she shared examples of how she worked in community mental health providing services to a high density of lower SES clients. She was also able to articulate awareness of cultural and religious differences in her case examples.

| | |
|---------------|-----------------------------|
| Search Number | 497609 |
| Department | Student Health and Wellness |
| Title | Mental Health Clinician |

MINIMUM QUALIFICATIONS

- Master's or Doctoral degree in psychology, social work, counseling, marriage and family therapy, or a related field.
- Must possess or must obtain Connecticut Psychologist or Clinical Social Worker licensure within one year of hire.
- One year of related experience, which may include hours for obtaining the license.
- Must have a demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues in the delivery of clinical services.
- Demonstrated experience working with diverse populations.
- Previous experience working effectively and collegially as part of an interdisciplinary behavioral health care team.
- Excellent written and verbal communication skills.

PREFERRED QUALIFICATIONS

- State of CT Licensed Psychologist or Clinical Social Worker.
- Demonstrated experience providing culturally responsive mental health services to college students.
- Demonstrated training in brief treatment models.
- Demonstrated expertise in a minimum of one specific treatment relevant to collegiate mental health (for example eating disorders, attention deficit disorder).
- Demonstrated experience working with a minimum of one specific population in college settings (for example LGBTQ, non-traditional students, students of color, etc.).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Cultural Center Directors
- OIE diversity listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Health/Welfare | | | | | | | | | | | | |
| 497609 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 4 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 7 | 1 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified candidates: 1 WF, 2 HF

- 1 WF, 2 HF did not have the necessary license as a psychologist or Clinical Social Worker.

8 Interviewed candidates: 5 WF, 1 BF, 2 HF

- 3 WF did not have direct experience working with the college aged population.
- 1 BF did not have broad clinical experience as her current position was focused on work with foster youth.
- 1 WF, 2 HF did not respond to questions with enough detail demonstrating that they did not have the communication skills necessary.

The 1 WF selected demonstrated her understanding of the college aged population and had worked as part of an interdisciplinary behavioral health care team. She discussed her expertise in specific treatments that were relevant to collegiate mental health and demonstrated her effective communication skills, both verbal and written.

Category 3: Student Prog Coord/Mngmt

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 3-Student Prog Coord/Mngmt | 17 | 0 | 0 | 5 | 1 | 0 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-------------------------|----------|----|----------|--------------------------------|-----------|
| 3-Stdnt Prg Coord/Mngmt | Y | WM | 496493 | Student Services Prog Assist 2 | 1 |
| | Y | WM | 496902 | Sr Student Services Prog Admin | 1 |
| | Y | WM | 497000 | Student Services Prog Mngr 2 | 1 |
| | Y | WM | 497327 | Student Services Prog Assist 2 | 1 |
| | Y | WM | 497354 | Student Services Prog Assist 2 | 1 |
| | Y | WM | 497451 | Sr Student Services Prog Admin | 1 |
| | Y | WM | 497531 | Student Services Program Admin | 1 |
| | Y | WM | 497625 | Student Services Prog Mngr 1 | 1 |
| | Y | BF | 497049 | Student Services Prog Coord | 1 |
| | Y | BF | 497070 | Student Services Prog Coord | 1 |
| | Y | BF | 497378 | Student Services Prog Mngr 3 | 1 |
| | Y | BF | 497382 | Student Services Program Admin | 1 |
| | Y | BF | 497685 | Student Services Prog Coord | 1 |
| | Y | HM | 496493 | Student Services Prog Assist 2 | 1 |
| | N | WF | 496780 | Student Services Prog Assist 2 | 2 |
| | N | WF | 496823 | Sr Student Services Prog Admin | 2 |
| | N | WF | 496858 | Student Services Prog Assist 2 | 1 |
| | N | WF | 496903 | Student Services Prog Assist 2 | 1 |
| | N | WF | 496911 | Student Services Prog Coord | 1 |
| | N | WF | 497041 | Student Services Prog Coord | 2 |
| | N | WF | 497057 | Sr Student Services Prog Admin | 1 |
| | N | WF | 497109 | Student Services Prog Coord | 1 |
| | N | WF | 497130 | Sr Student Services Prog Admin | 1 |
| | N | WF | 497165 | Student Services Prog Assist 1 | 1 |
| | N | WF | 497224 | Sr Student Services Prog Admin | 1 |
| | N | WF | 497271 | Student Services Program Admin | 1 |
| | N | WF | 497416 | Student Services Prog Assist 2 | 1 |
| | N | WF | 497509 | Sr Student Services Prog Admin | 1 |
| | N | WF | 497582 | Student Services Prog Assist 2 | 1 |
| | N | WF | 497583 | Student Services Prog Coord | 1 |
| | N | WF | 497597 | Student Services Prog Assist 2 | 1 |
| | N | WF | 497632 | Student Services Program Admin | 1 |
| | N | WF | 497682 | Student Services Prog Assist 1 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------|----------|----|----------|--------------------------------|-----------|
| | N | WF | 497696 | Student Services Prog Assist 2 | 1 |
| | N | BM | 496651 | Student Services Prog Coord | 1 |
| | N | BF | 497109 | Student Services Prog Coord | 1 |
| | N | HF | 496519 | Student Services Prog Coord | 1 |
| | N | HF | 497084 | Student Services Prog Assist 2 | 1 |
| | N | HF | 497583 | Student Services Prog Coord | 1 |
| | N | TF | 497451 | Sr Student Services Prog Admin | 1 |
| | N | UU | 497041 | Student Services Prog Coord | 1 |
| | N | UU | 497370 | Student Services Program Admin | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496493 | | | | | | | | | | | | |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 4 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 10 |
| Hired | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 5 | 3 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 14 |

These hires met hiring goals.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496902 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 9 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497000 | | | | | | | | | | | | |
| Unqualified | 8 | 2 | 4 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 17 |
| Qualified | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Withdrawn | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 7 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 20 | 4 | 6 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 36 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497327 | | | | | | | | | | | | |
| Unqualified | 2 | 9 | 0 | 2 | 0 | 1 | 0 | 3 | 0 | 1 | 4 | 22 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 12 | 0 | 2 | 0 | 1 | 0 | 3 | 0 | 1 | 4 | 26 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497354 | | | | | | | | | | | | |
| Unqualified | 2 | 13 | 1 | 4 | 1 | 3 | 2 | 1 | 0 | 1 | 4 | 32 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| Withdrawn | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Interviewed | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 15 | 1 | 4 | 2 | 3 | 2 | 3 | 0 | 1 | 6 | 43 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497531 | | | | | | | | | | | | |
| Unqualified | 2 | 10 | 1 | 4 | 0 | 4 | 0 | 0 | 1 | 0 | 7 | 29 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 13 | 1 | 5 | 0 | 5 | 0 | 0 | 1 | 0 | 7 | 36 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497625 | | | | | | | | | | | | |
| Unqualified | 4 | 1 | 4 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 13 |
| Interviewed | 2 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 7 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 4 | 4 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 2 | 21 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497049 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Qualified | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 7 | 2 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 14 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497070 | | | | | | | | | | | | |
| Unqualified | 0 | 9 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 2 | 2 | 19 |
| Qualified | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 6 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 14 | 0 | 6 | 2 | 2 | 0 | 2 | 0 | 3 | 2 | 32 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497378 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 7 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 13 |
| Qualified | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Withdrawn | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 4 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 15 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 29 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497382 | | | | | | | | | | | | |
| Unqualified | 6 | 19 | 1 | 2 | 2 | 4 | 1 | 1 | 0 | 0 | 2 | 38 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 7 | 21 | 1 | 3 | 2 | 7 | 1 | 1 | 0 | 0 | 3 | 46 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497685 | | | | | | | | | | | | |
| Unqualified | 0 | 6 | 2 | 6 | 2 | 5 | 0 | 2 | 0 | 2 | 3 | 28 |
| Withdrawn | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 7 | 3 | 9 | 2 | 5 | 0 | 2 | 0 | 2 | 4 | 36 |

This hire met a hiring goal.

| | |
|---------------|---|
| Search Number | 497451 |
| Department | Care and Concern |
| Title | Senior Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree and 6 years of related experience (2 of which must be serving as an advanced team member or project lead) OR Master's degree in higher education in student affairs, counseling, psychology, or a related field and 4 years of related experience.
- Knowledge in areas of crisis and risk management, threat assessment, behavioral intervention, and community standards.
- Experience in, and awareness of, the sensitivity required when interacting with, supervising, and addressing the needs of a diverse community.
- Ability to exercise discretion in handling highly confidential information and work with time-sensitive materials.

PREFERRED QUALIFICATIONS

- 5 plus years of progressive experience in higher education.
- Experience in areas of crisis and risk management, threat assessment, behavioral intervention, and community standards in a higher education environment.
- Case management experience.
- Knowledge of PeopleSoft systems.
- Knowledge of Maxient system.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497451 | | | | | | | | | | | | |
| Unqualified | 3 | 11 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 22 |
| Interviewed | 2 | 5 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 9 |
| Withdrawn | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Grand Total | 7 | 20 | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 3 | 3 | 38 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

12 Interviewed candidates: 4 WM, 5 WF, 1 BM, 1 HF, 1 TF

- 2 WF, 1 BM were not experienced in managing students in crisis.
- 2 WM, 1 WF, 1 HF did not have the necessary knowledge in crisis and risk management, threat assessment, behavioral intervention, or community standards.
- 1 WM declined the offer of employment.
- 1 WF's crisis management experience was not in a collegiate setting.
- 1 WF was unable to communicate that she had the direct student experience that was needed in her responses to interview questions.

The 1 WM hired met a hiring goal.

The 1 TF selected had risk assessment knowledge and was able to give examples of her direct work with students. She was aware of the multiple identities that students can hold and regularly educated herself on DEI topics. She had extensive case management experience and was able to demonstrate her awareness of how interpersonal conflicts impact students and workable solutions.

| | |
|---------------|--------------------------------------|
| Search Number | 496780 |
| Department | Students with Disabilities Ctr |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and two to three years of related experience.
- Demonstrated organizational skills.
- Demonstrated interpersonal skills necessary for effective work relationships.
- Proficiency with Microsoft Office Suite.

PREFERRED QUALIFICATIONS

- Demonstrated experience working with students with disabilities.
- Demonstrated experience with coordinating testing center activities.
- Demonstrated experience in higher education.
- Experience working with graduate and undergraduate student employees.
- Experience with alternate format materials.
- Ability to interpret policies and procedures.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job boards
- DSSHE
- AHEAD
- NE AHEAD

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496780 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Qualified | 3 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 20 |
| Withdrawn | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 5 | 23 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 33 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

20 Qualified Applicants: 3 WM, 16 WF, 1 UU

- 3 WM, 16 WF, 1 UU did not indicate experience working with coordinating testing center activities in their application materials.

2 Interviewed applicants: 2 WF

The 1 WF selected demonstrated the necessary skills to facilitate the needs of students with disabilities while working alongside faculty and staff to ensure a professional and accommodating environment. She made her experiences clear, fully answering all questions. She had worked on collaborating with students using assistive technology during exams, assignments, and other academic endeavors. Her knowledge and experience tied with her understanding of the core goals needed for the success of the Center for Students with Disabilities (CSD) demonstrated her ability to fulfill the responsibilities of the position. She was able to communicate her time spent overseeing peer notetaking processes and developing course

modification agreements, which were critical tasks that exemplified her qualification for the position.

The 1 WF selected demonstrated proficiency with Microsoft Office products and explained how she would create working relationships with the CSD staff. She also had the necessary organizational skills, previous experience in higher education, and she was capable of interpreting UConn and CSD policies and procedures, particularly around testing and academic integrity. Additionally, she had experience working with students with disabilities and a thorough understanding of how to interact and effectively communicate with this population.

| | |
|---------------|---|
| Search Number | 496823 |
| Department | Students with Disabilities Ctr |
| Title | Senior Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in special education, rehabilitation, or other related field and at least 6 years of experience working with students with disabilities. Two years of experience must be serving as an advanced or senior team member or working as a project lead OR Master's degree and four years of experience working with students with disabilities.
- Demonstrated experience applying knowledge of the unique needs of individuals with disabilities, including knowledge of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and its amendments, and other relevant state and federal legislation.
- Demonstrated ability to communicate information effectively to groups with different backgrounds and experiences (i.e., students, parents/guardians, colleagues).
- Demonstrated interpersonal skills necessary for effective work relationships.
- Demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues.
- Demonstrated experience working with diverse populations.
- Demonstrated ability to clearly and succinctly document engagement in the interactive process with students, parents/guardians, faculty, and staff as indicated in the case management system.

PREFERRED QUALIFICATIONS

- Master's degree in special education, rehabilitation, higher education administration, or another related field.
- Demonstrated experience in post-secondary disability service provision.
- Demonstrated experience coordinating academic accommodations for students with disabilities.

Recruiting activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards
- DSSHE
- AHEAD
- CT AHEAD

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496823 | | | | | | | | | | | | |
| Unqualified | 4 | 22 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 32 |
| Qualified | 1 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 5 | 32 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 2 | 45 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Qualified applicants: 1 WM, 4 WF, 1 BF, 1 HF

- 1 WM, 4 WF, 1 HF did not indicate experience in coordinating academic accommodations for students with disabilities in their application materials.
- 1 BF did not have a bachelor's degree in special education, rehabilitation, or other related field and at least 6 years of experience working with disabilities. Two years of experience must be serving as an advanced or senior team member or working as a project lead OR Master's degree and four years of experience working with students with disabilities.

5 Interviewed applicants: 5 WF

- 1 WF rarely worked with high school students and had only a basic understanding of the differences in laws and regulations between grade school and post-secondary accommodations and how to handle parental over-involvement.
- 1 WF had extensive experience with deaf children but stated several times that she did not have the background and knowledge of the larger disability population, which is necessary for this position.
- 1 WF worked only with younger children and had not worked in the post-secondary sphere and her experience was primarily with students on the Autism spectrum, so she did not have knowledge outside of that population.

The 1 WF selected had experience as a disability service professional with post-secondary aged students. She was able to speak at length about how she engaged in the interactive process with

students and faculty. She showed a range of knowledge of current assistive technologies. She was also well-versed in current laws and regulations regarding students with disabilities and was able to show that she kept current on trends in the field. She had a broad range of experience with disability categories and described how different conditions require different approaches and accommodations.

The 1 WF selected demonstrated multiple skillsets, such as knowledge in current practices, legal knowledge relating to disability accommodations in education, and proper experience with students and faculty in a technology-oriented setting. The candidate was able to fully communicate her strengths by relating her knowledge to professional undertakings she had completed. She was also able to connect the importance between identifying specific disabilities and using the interactive process to accommodate them in a case-by-case format. She mentioned insightful inferences on the importance of approaching disabilities with fully up to date procedures.

| | |
|---------------|--------------------------------------|
| Search Number | 496858 |
| Department | Residential Life |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree
- At least 2 years of full-time post-BA experience in student personnel, higher education, and related work.
- Excellent human relations and communication skills.
- Experience managing complex and detailed projects/ tasks.
- Student-centered philosophy.
- Basic computer skills.
- Demonstrated sensitivity when working with diverse populations.

PREFERRED QUALIFICATIONS

- Prior experience working in a large residential program.
- Experience with housing assignment software
- Recruitment activities included:
 - UConn Careers Website
 - Listerv HERC
 - Inside Higher Ed
 - Diverse Job boards
 - HigherEdJobs.com
 - Diverse Issues in Higher Education
 - StudentAffairs.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496858 | | | | | | | | | | | | |
| Unqualified | 2 | 4 | 0 | 1 | 0 | 0 | 2 | 1 | 0 | 1 | 2 | 13 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 9 | 0 | 1 | 0 | 0 | 2 | 2 | 0 | 1 | 3 | 21 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 3 WF

- 2 WF did not demonstrate an understanding of residential life functions and responsibilities based on their surface level and incomplete responses to interview questions.

The 1 WF selected was able to relay her experience in residential life functions, while also communicating different customer service-approaches she had used. She made it clear that she could multi-task in a fast-paced environment. She had knowledge in the application of residential life software, such as “The Housing Director” which she used in previous job settings. She was able to fully communicate these skills and elaborate on all questions regarding her ability to interact with students, staff, and parents. She also described her experience at the various other institutions with a similarly high volume of students and staff.

| | |
|---------------|--------------------------------------|
| Search Number | 496903 |
| Department | Veteran Military Prog and Svcs |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in higher education, counseling, or a related field.
- Two to three years of related experience.
- Knowledge of and experience with college access and preparation and guidance efforts with veterans/military and/or with underrepresented populations in higher education.
- Demonstrated strength in oral, written, and verbal communication.
- Knowledge of higher education and the challenges faced by students who are veterans/military, who are first-generation to college, from low-income backgrounds, and/or populations underrepresented in higher education.

PREFERRED QUALIFICATIONS

- Master’s degree in education, counseling, social service, or related field.
- Experience working with low-income, first-generation, military-affiliated, and/or minority students or experience working in an Educational Opportunity Program/TRIO Program (or similar).
- Experience advising students on entering a postsecondary institution or re-entering an educational program.
- Experience overcoming barriers similar to those confronting the project’s participants.
- Ability to recognize student learning styles.
- Ability to conduct individual and group counseling sessions and to make referrals, as necessary.
- Knowledge of computer software, especially career exploration software and online programs that assist with “translation” of military skills/experience.
- Prior Uniformed Services experience.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Outreach to multiple universities/ institutions

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496903 | | | | | | | | | | | | |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected demonstrated an understanding of veteran’s affairs, while also effectively communicating her experience and skills related to the position. She discussed in depth her time spent collaborating with veterans, low-income individuals, and other military personnel who she was able to connect to appropriate resources in higher education. The appropriate resources included referring them to VA, academic scholarships/programs, and other community-based outreaches. She understood the barriers and challenges veterans and students in the military face, and how to properly address those extenuating circumstances to find realistic solutions. This combination of skills and interpersonal experience qualified her for this position.

| | |
|---------------|--------------------------------------|
| Search Number | 496911 |
| Department | Dean of Students |
| Title | Student Services Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- Four plus years of related experience.
- Experience and knowledge in the area of violence prevention and victim support, particularly sexual assault, interpersonal violence, stalking, and harassment.
- Computer literacy and competency, particularly with programs in Microsoft Office (Word, Excel, PowerPoint, and Publisher) and social networking sites (i.e., Instagram, Twitter, etc.).
- Sensitivity to and understanding of the diverse academic, socio-economic, and cultural backgrounds of students and their families, while establishing, maintaining, and fostering a positive working relationship with relative constituents.

PREFERRED QUALIFICATIONS

- Master’s degree in a related field.
- Experience working with college student populations.
- Experience providing support to college students involved in the Title IX process.
- Demonstrated ability to supervise student groups.
- Experience developing and delivering educational programs and training.
- Knowledge of the current Title IX regulations and compliance.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job boards
- Higheredjobs.com (Division of SA will place ad)
- Division of Student Affairs Website
- LinkedIn
- NASPA Region 1 Facebook page

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496911 | | | | | | | | | | | | |
| Unqualified | 3 | 20 | 0 | 2 | 0 | 5 | 1 | 0 | 0 | 2 | 3 | 36 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 4 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 23 | 0 | 2 | 0 | 6 | 1 | 1 | 0 | 3 | 4 | 44 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 3 WF, 1 TF

- 1 WF did not demonstrate how she would transition her current work experience into higher education, and she did communicate effectively in her non detailed answers to interview questions.
- 1 WF did not have experience working directly with students or title IX knowledge.
- 1 TF did not have a background in victim/survivor support and was not able to articulate specific skills and practices related to the position.

The 1 WF selected had direct experience working with victims and survivors in a higher education setting while supporting student centered networks through her job and graduate studies. Her time spent working with students through difficult situations through multiple roles demonstrated her ability to multi-task and assess situations holistically. She also had an appropriate understanding of Title IX, and a background in research and assessment to assist in her tasks. Her knowledge, along with her ability to fully communicate her skills were integral factors needed for this position. She had a holistic-based approach to her work, mentioning her time creating intentional support systems in her community through bystander intervention.

| | |
|---------------|--------------------------------------|
| Search Number | 497041 |
| Department | Student Health and Wellness |
| Title | Student Services Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and 3+ years of related experience.
- Demonstrated success managing complex logistics associated with interdisciplinary work groups and teams.
- Experience coordinating multiple, high-impact projects simultaneously.
- Demonstrated success planning and implementing educational workshops, seminars, and/or events.

- Demonstrated attention to detail and ability to meet project goals and deadlines.
- Demonstrated experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Experience working in a higher education environment.
- Articulated knowledge of trends and issues in collegiate health and wellness.
- Familiarity with community organizing and coalition principles of engagement.
- Experience using and presenting data to inform decision-making and motivate action.
- Demonstrated experience integrating principles of diversity and inclusion into all aspects of program management.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American College Health Association (any HP staff member)
- American Public Health Association
- Collective Impact Forum
- Connecticut Clearinghouse
- EdSurge
- Higher Ed Jobs
- NASPA Wellness & Health Promotion Knowledge Community (Emily a member)
- National Association of Social Workers
- National Commission for Health Education Credentialing
- New England College Health Association (Emily a member)
- ACPA
- BIPOC in Public Health List serv (Shawnte Elbert as contact to send for posting)
- Latinosinhighered.com
- Hispanicsinhighered.com
- Health Promoting Universities
- Welcoa.org
- The Chronicle of Higher Education jobs board
- USHPCN
- All free sites
- Student Affairs Daily Newsletter
- UConn Cultural Center Directors and OIE listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497041 | | | | | | | | | | | | |
| Unqualified | 5 | 14 | 0 | 4 | 0 | 4 | 0 | 7 | 0 | 3 | 4 | 41 |
| Interviewed | 0 | 12 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 15 |
| Withdrawn | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 5 | 11 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Grand Total | 6 | 31 | 0 | 6 | 0 | 5 | 0 | 8 | 0 | 4 | 10 | 70 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

18 Interviewed applicants: 14 WF, 2 BF, 1 TF, 1 UU

- 6 WF did not have experience simultaneously coordinating multiple, high impact projects, which was a main responsibility for this role.
- 1 BF and 1 TF did not provide examples of project experience and cross-functional initiatives.
- 1 BF’s responses to interview questions indicated that organizational skills, which were critical for effective project coordination in this position, were an area of growth for her and not aligned to this role.
- 2 WF did not have the necessary experience working in a higher education setting and had not directly worked in a community change position.
- 1 WF’s presentation demonstrated that she did not have the experience in higher education and experience in a role centered in population level health.
- 1 WF’s examples of her experience focused on her undergraduate experience which was not relevant to this role.
- 2 WF did not describe their experience with community organization and coalition principles of engagement, which were needed for the position.

The 1 WF selected had experience working in higher education that would contribute to the role as she had familiarity with community organizing and coalition principles of engagement. She demonstrated the necessary interpersonal skills and the ability to develop partnerships with others, including diverse stakeholder groups. Her skillset was transferrable to building relationships that would expand the reach of the department’s collective well-being efforts.

The 1 WF selected had experience managing operational logistics. She had experience working directly in a higher education environment. She demonstrated the ability to apply project coordination skills to support community change efforts.

The 1 UU selected demonstrated project coordination skills and the ability to work in collaboration with others. She had a familiarity with UConn through her experience working in student leadership development for Student Activities and had graduate training in social work. She brought transferable experience from these roles, where she supported and challenged students while developing their capacity to create positive change.

| | |
|---------------|---|
| Search Number | 497057 |
| Department | Student Activities |
| Title | Senior Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree and at least six years of related experience (at least two years of experience serving as an advanced/senior team member or working as a project lead) OR a Master's degree and at least four years of related experience.
- Demonstrated experience with community service programs.
- Experience managing volunteers.
- Demonstrated knowledge of budgeting and fiscal management.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Master's degree in student affairs, student counseling, or another related field.
- Experience serving as a supervisor to graduate or professional staff.
- Demonstrated ability to identify and address issues related to the coordination of community services.
- Experience advising and/or supervising college students.
- Experience with/knowledge of Jumpstart-type/early literacy programs.
- Demonstrated experience integrating principles of diversity and inclusion into all aspects of program management.
- Experience/ability to conduct program evaluations and assessments.
- Experience fostering/building relationships with community and campus partners.
- Experience presenting information effectively to various constituent groups.

Recruitment activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job boards
- Experience presenting information effectively to various constituent groups.
- Higheredjobs.com
- <https://careers.insidehighered.com/>
- Indeed.com
- Student Affairs Professionals Facebook Group
(<https://www.facebook.com/groups/SAPros/>)
- CT Association of Latinos in Higher Education (CALAHE) (calahe.org)
- Diversity.com
- Black Career Women's Network (bcwnetwork.com)

- Diversity Jobs (DiversityJobs.com)
- NACA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497057 | | | | | | | | | | | | |
| Unqualified | 3 | 9 | 1 | 3 | 1 | 3 | 0 | 0 | 0 | 1 | 5 | 26 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 4 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 14 | 1 | 5 | 1 | 4 | 1 | 0 | 0 | 1 | 8 | 38 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 2 UU

- 1 UU did not have a preferred master’s degree or experience advising students in a diverse and inclusive setting.
- 1 UU did not have experience advising college students or knowledge of preferred software programs.

8 Interviewed applicants: 5 WF, 1 BF, 1 HF, 1 AM

- 1 WF did not have any knowledge or experience using Jumpstart.
- 1 WF did not have experience advising students in higher education.
- 1 HF did not have the necessary level of experience using the Jumpstart program.
- 2 WF did not communicate effectively when asked specific questions.
- 1 BF did not have relevant experience in higher education.
- 1 AM did not have experience supervising graduate or professional staff.

The 1 WF selected demonstrated their experience connecting with students and colleagues in a higher education setting which was important for the component of this position. She demonstrated the ability to build strong relationships with community and campus partners. Based on responses to interview questions, she had the ability to conduct program evaluations and assessments. She also had experience with a Jumpstart-type early literacy program.

| | |
|---------------|--------------------------------------|
| Search Number | 497109 |
| Department | Enrichment Programs |
| Title | Student Services Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in an appropriate field.
- Three to four years of professional experience in undergraduate student affairs programming or related experience.
- Demonstrated knowledge of undergraduate honors programs, student programming, and/or residential life issues.
- Experience working with diverse constituencies.
- Excellent oral and written communication and interpersonal skills.
- Excellent organizational skills and the ability to manage multiple short- and long-term projects.
- Proven ability to plan, coordinate, and implement programs, services, and administrative functions.
- Ability to work independently and solve problems and approach challenges in a flexible or creative way.

PREFERRED QUALIFICATIONS

- Master's degree.
- Experience in an honors program or college as a student or staff member.
- Experience working with residential life issues.
- Demonstrated commitment to furthering inclusive best practices.
- Work experience at a large university.
- Experience mentoring undergraduate student leaders.
- Experience working with high-achieving students.
- Experience with supervision.

Recruiting activities included:

- UConn Careers Website
- Listerv HERC
- Inside Higher Ed
- Diverse Job Boards
- ACPA career portal
- NCHC career center posting.
- LinkedIn - personal and program pages
- Alumni networks
- Professional contacts

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497109 | | | | | | | | | | | | |
| Unqualified | 2 | 13 | 1 | 4 | 1 | 1 | 0 | 2 | 0 | 0 | 2 | 26 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 5 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 10 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Hired | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 2 | 22 | 1 | 6 | 2 | 1 | 0 | 3 | 0 | 0 | 6 | 43 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not have experience in an honors program or college as a student or staff member.

6 Interviewed applicants: 3 WF, 1 BF, 1 AF, 1 UU

- 2 WF did not have experience working in student programming, residential life, or leadership development.
- 1 AF did not have experience working in honors programs, residential life setting, and mentoring in a large university environment.
- 1 UU did not have experience mentoring undergraduate student leaders based on responses to interview questions.

The 1 WF selected demonstrated effective communication skills and was able to discuss in depth her time working with students in a higher education setting. She discussed how her skills would match the responsibilities associated with the position. She made connections between her current work and previous work with student support systems at a university level.

The 1 BF selected demonstrated experience in higher education and was able to communicate her skills and experience effectively. They pointed out their experience working with DEI, and with undergraduate students. They were able to discuss other relevant skills and attributes that would go hand in hand with the position. They also had experience in clerical and administrative roles along with the ability to plan, coordinate, implement programs, and services.

| | |
|---------------|---|
| Search Number | 497130 |
| Department | Enrichment Programs |
| Title | Senior Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Master's degree in a related field.
- Four years of professional experience in educational program management and/or coordination.
- Experience mentoring undergraduate students in a professional capacity.
- Professional experience in budget management.
- Demonstrated experience prioritizing diversity, equity, and inclusion in practice.
- Demonstrated ability to work independently, take initiative, and think strategically.
- Excellent organizational skills as demonstrated in professional responsibilities.
- Excellent oral and written communication skills.
- Professional experience working with faculty, staff, students, and administrators from diverse backgrounds and fields.

PREFERRED QUALIFICATIONS

- Doctoral degree in an academic discipline appropriate to the position.
- Experience in program and/or project assessment.
- Demonstrated skills in group facilitation.
- Experience working at a large, public, research university.
- Experience in supervising undergraduate students on research or service projects.

Recruiting activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- BOLD Foundation networking sources
- CUR job listserv/site
- professional departmental social media
- personal staff social media
- internal UConn alumni network

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497130 | | | | | | | | | | | | |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 7 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 2 | 13 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WF, 1 AF

- 1 WF did not demonstrate the necessary level of writing skills based on application materials.
- 1 AF did not have experience working at a research university, project assessment, or a preferred doctoral degree related to the position.

4 Interviewed applicants: 2 WF, 1 TF, 1 UU

- 1 WF did not have experience working with faculty, staff, students, and administrators from diverse backgrounds and fields, she was focused mainly on STEM rather than extending across other disciplines.
- 1 TF, 1 UU did not have experience supervising undergraduate students on research or service projects.

The 1 WF selected had experience in research and across multiple disciplines in her work training teachers. She had experience in program management and navigating campus/community partnerships. She had worked with diverse communities, including students and others from historically marginalized populations. She articulated the ability to balance vision, goals, and structure for the programs under her leadership, including centering the student experience in all aspects of the work.

| | |
|---------------|--------------------------------------|
| Search Number | 497165 |
| Department | Students with Disabilities Ctr |
| Title | Student Services Program Assistant 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience.
- Demonstrated interpersonal skills necessary for effective work relationships.

- Demonstrated ability to communicate information effectively to groups with different backgrounds and experiences (i.e., students, parents/guardians, colleagues).
- Demonstrated ability to prioritize tasks and manage multiple competing priorities.
- Demonstrated ability to resolve administrative programs efficiently, effectively, and independently.
- Experience working with diverse populations.
- Demonstrated ability to use software to complete administrative tasks (i.e., Microsoft Word, Excel, and PowerPoint).
- Demonstrated ability to use data management software (i.e., able to upload documents to a database).

PREFERRED QUALIFICATIONS

- Experience working in higher education.
- Experience working with college-age students.
- Experience working with students with disabilities.
- Experience supervising student employees.
- Demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497165 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF was selected without a full search as part of a stipulated agreement with the University of Connecticut Professional Employees Association (UCPEA) collective bargaining unit.

| | |
|---------------|---|
| Search Number | 497224 |
| Department | Students with Disabilities Ctr |
| Title | Senior Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in special education, rehabilitation, or other related field and at least 6 years of experience working with students with disabilities. Two years of experience must be serving as an advanced or senior team member or working as a project lead OR Master's degree and four years of experience working with students with disabilities.
- Demonstrated ability to clearly and succinctly document engagement in the interactive process with students, parents/guardians, faculty, and staff as indicated in the case management system.

- Demonstrated ability to communicate information effectively to groups with different backgrounds and experiences (i.e., students, parents/guardians, colleagues).
- Demonstrated experience applying knowledge of the unique needs of individuals with disabilities, including knowledge of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and its amendments, and other relevant state and federal legislation.
- Demonstrated experience working with diverse populations.
- Demonstrated interpersonal skills necessary for effective work relationships.
- Demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues.

PREFERRED QUALIFICATIONS

- Master's degree in special education, rehabilitation, higher education administration, or another related field.
- Demonstrated experience coordinating academic accommodations for students with disabilities.
- Demonstrated experience in post-secondary disability service provision.
- Demonstrated experience with the use and applicability of assistive technology for students with disabilities in an academic setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- DSSHE
- AHEAD
- NE AHEAD
- CT AHEAD

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497224 | | | | | | | | | | | | |
| Unqualified | 2 | 7 | 1 | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 17 |
| Qualified | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 10 | 1 | 5 | 0 | 2 | 0 | 2 | 0 | 0 | 4 | 26 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 1 WF, 2 BF

- 1 WF, 2 BF did not have experience coordinating academic accommodations for students with disabilities.

3 Interviewed applicants: 1 WF, 1 BF, 1 AF

- 1 BF did not provide substantial answers to scenarios involving assistive technology.
- 1 AF's experience with assistive technology was mostly in the K-12 sphere not higher education and her answers to questions regarding students in crisis did not follow best practices for intervention.

The 1 WF selected worked for the Stamford Center for Students with Disabilities Office and was a disability service professional at Western Connecticut State University. She was able to provide answers to the committee's questions that were based on practical experience and took into consideration the current trends and best practices in the field. She also had experience with assistive technology, was a trained psychotherapist, and outlined a realistic proposal for building successful partnerships with faculty and staff at the Stamford campus.

| | |
|---------------|--|
| Search Number | 497271 |
| Department | Student Health and Wellness |
| Title | Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Five years of related work experience. One year of experience must be serving as an advanced team member.
- Demonstrated experience with health promotion programs and campaigns related to the prevention of high-risk alcohol and substance use.
- Demonstrated interpersonal skills necessary for effective work relationships.
- Demonstrated experience working with diverse populations.
- Demonstrated interpersonal skills necessary for effective work relationships.

PREFERRED QUALIFICATIONS

- Master's degree in public health, health education, health promotion, or a related field.
- Certification or eligibility to be certified with related credentials (e.g. Certified Health Education Specialist (CHES), College Health and Wellness Professional (CHWP)).
- Demonstrated experience delivering health promotion and education programs in a higher education setting.
- Demonstrated experience integrating principles of diversity, equity, and inclusion into all aspects of program management.

- Demonstrated understanding of public health approaches to creating and sustaining healthy communities.
- Articulated knowledge of current trends and issues in collegiate health and wellness.
- Demonstrated ability to work both independently and collaboratively.
- Demonstrated ability to communicate information effectively, including presentation and public speaking skills.
- Previous experience supervising professional, student, and/or volunteer staff.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Campus Cultural Center Directors
- OIE Listserv
- Student Affairs Website and Newsletter
- ACHA Listservs
- HECAOD (Higher Education Center for Alcohol and Drug Misuse Prevention) <https://hecaod.osu.edu>
- ARHE <https://collegiaterecovery.org/> Assoc of Recovery in Higher Education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497271 | | | | | | | | | | | | |
| Unqualified | 2 | 15 | 2 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 26 |
| Interviewed | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 20 | 2 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 3 | 34 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 2 WM, 3 WF

- 1 WM described an awareness of the field of treatment for substance use and addiction but did not have experience in prevention and did not have the necessary experience working with college students or diverse populations.
- 1 WM did not thoroughly answer all interview questions and his presentation was not organized or professional.
- 1 WF did not have transferable skills from a previous role in a middle school or the demonstrated experience delivering health promotion and education programs in a higher education setting.

- 1 WF did not have the necessary level of educational experience or a history of experience working directly with college students as she was applying to a graduate degree program and did not have relatable experience.

The 1 WF selected demonstrated contextual awareness throughout the interview, asking committee members how their areas of work intersected with this role, exploring team dynamics, and additional role intersections with the Health Promotion team. Her presentation met the expectations of the prompt and illustrated her strengths in collaboration and curriculum development. She had direct experience with the department’s initiatives and the application of her advanced degrees in this field would make her successful in this position.

| | |
|---------------|--------------------------------------|
| Search Number | 497416 |
| Department | Law |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree, or equivalent combination of education and experience.
- Two to three years of experience in a responsible administrative support position.
- Strong technology skills, including competence with Microsoft Office 365 (including Excel, Word, and Outlook) and video conferencing platforms (e.g., Zoom, WebEx, Teams).
- Ability to work independently and regularly exercise judgment regarding administrative details and procedures.
- Ability to provide entry-level program support.
- Exceptional interpersonal and organizational skills.
- Exceptional writing and communications skills.

PREFERRED QUALIFICATIONS

- Experience with event planning.
- Experience with travel planning platforms, such as Concur.
- Familiarity with law school admissions database management software, such as ACES2 or PeopleSoft.
- Experience working in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Career Website
- Connecticut local and affinity bar associations

- Professional Development Listserves; LSAC, NALP, NALSAP

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497416 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 1 | 1 | 1 | 1 | 2 | 0 | 3 | 0 | 12 |
| Interviewed | 0 | 3 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 9 | 0 | 2 | 2 | 2 | 1 | 2 | 0 | 3 | 1 | 24 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.
6 Interviewed applicants: 4 WF, 1 HM, 1 HF

- 1 WF did not demonstrate the necessary communication skills or the ability to work independently, minimum qualifications for this role, based on responses to interview questions.
- 1 WF did not have transferable skills applicable to administrative support such as budget reconciliation assistance, answering phone calls and e-mails, and using office software applications.
- 1 WF, 1 HM, 1 HF did not demonstrate the necessary communication or interpersonal skills by not directly or completely answering interview questions.

The 1 WF selected had the necessary communication and writing skills based on responses to interview questions. She had a professional history of office administration experience. She described her ability to take independent action and exercise judgment regarding administrative decisions when necessary.

| | |
|---------------|---|
| Search Number | 497509 |
| Department | Student Activities |
| Title | Senior Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree and at least six years of related experience (at least two years of experience serving as an advanced/senior team member or working as a project lead) OR a Master's degree and at least four years of related experience.
- Knowledge of/experience presenting content related to theories and principles of personal leadership and character development.
- Experience serving as a supervisor to graduate or professional staff.
- Experience advising and/or supervising college students.
- Demonstrated knowledge of budgeting and fiscal management.

- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Master’s degree in student affairs, student counseling, or a related field.
- Knowledge of/experience applying/presenting college student development theory.
- Training/certification and experience facilitating one or more of the following: MBTI, StrengthsQuest, DiSC, and/or other similar personality assessment instruments.
- Demonstrated experience integrating principles of diversity and inclusion into all aspects of program management.
- Experience/ability to conduct program evaluations and assessments.
- Experience fostering/building relationships with community and campus partners.
- Experience presenting information effectively to various constituent groups.
- Willingness to work nights and weekends.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed.com
- Student Affairs Professionals Facebook Group (<https://www.facebook.com/groups/SAPros/>)
- CT Association of Latinos in Higher Education (CALAHE) (calahe.org)
- Diversity.com
- Black Career Women's Network (bcwnetwork.com)
- Diversity Jobs (DiversityJobs.com)
- NACA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497509 | | | | | | | | | | | | |
| Unqualified | 5 | 13 | 5 | 7 | 1 | 5 | 0 | 0 | 0 | 2 | 4 | 42 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 18 | 5 | 7 | 1 | 5 | 0 | 1 | 0 | 2 | 5 | 50 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 2 WF, 1 AF

- 1 WF, 1 AF did not have a knowledge of student development theory or experience running a formal leadership program or supervising professional staff based on responses to interview questions.

The 1 WF selected had a record of higher education experience working with undergraduate students and developing curricula. She described her knowledge of student development theory during the interview. She had taught leadership theory workshops and classes. She communicated a willingness to perform the responsibilities of the role.

| | |
|---------------|--------------------------------------|
| Search Number | 497582 |
| Department | Student-Athlete Success Prog |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and two years of position-related experience in providing academic support and/or advising/counseling students.
- Ability to build rapport with students, support networks, and university partners.
- Ability to work and communicate effectively with a diverse population, faculty, staff, and university constituents.
- Demonstrated proficiency in Microsoft Office, specifically Teams, and Google platforms.
- Excellent interpersonal skills and ability to work in a team setting.
- Excellent organizational, interpersonal, and decision-making skills.
- Experience in supporting high school students or undergraduate students, including first-generation college students and students from traditionally underrepresented backgrounds.

PREFERRED QUALIFICATIONS

- Advanced degree in a related field and one year of position-related experience in providing academic support and/or advising/counseling students at the collegiate level.
- Concrete working knowledge of NCAA academic integrity rules and regulations.
- Able to demonstrate the ability to teach Executive Functioning Skills and other study skills and related topics.
- Experience in managing and coordinating study halls and tutor training.
- Experience with Retain/Teamworks or other learning management systems.
- Experience working with students with learning challenges.
- Knowledge of ADA law related to postsecondary education.
- Worked in an academic support unit that emphasized student success at a Division I level.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- NCAA
- Lead 1
- N4A
- outreach from staff to colleagues

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497582 | | | | | | | | | | | | |
| Unqualified | 5 | 10 | 0 | 3 | 1 | 2 | 0 | 1 | 0 | 2 | 0 | 24 |
| Interviewed | 2 | 5 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 8 |
| Withdrawn | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 20 | 0 | 3 | 1 | 2 | 1 | 1 | 0 | 2 | 1 | 39 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 2 WM, 6 WF, 1 AM

- 1 WM, 3 WF, 1 AM did not explain how they would work with students with learning challenges and did not have experience managing or coordinating study hall and tutor training.
- 1 WM did not demonstrate an understanding of the role or the ability to work with student athletes, based on responses to interview questions.
- 1 WF did not discuss how to teach executive functioning skills, communicate how to work with students with learning challenges, or demonstrate an understanding of the role.
- 1 WF did not explain how she would communicate with students with learning challenges, or manage the schedule required for this position.

The 1 WF selected had experience leading and training others. She emphasized the methods she would use to work and build relationships with student athletes. She thoroughly described how she would work with students with learning challenges. She communicated a willingness to work with students in an individualized setting.

| | |
|---------------|--------------------------------------|
| Search Number | 497583 |
| Department | Student Activities |
| Title | Student Services Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related education field AND three years of related experience with service-related programs OR an equivalent combination of education and experience.
- Demonstrated ability to communicate information effectively.
- Excellent leadership, organizational, and programming skills.
- Experience advising and/or supervising college students.
- Demonstrated knowledge of budgeting and fiscal management.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.
- Willingness and ability to work nights and weekends.

PREFERRED QUALIFICATIONS

- Master’s degree in student affairs, student counseling, or another related field.
- Demonstrated experience with programs and services in the field of early child education or education.
- Experience managing volunteers.
- Experience and/or ability to build relationships with community and campus partners.
- Demonstrated ability to identify and resolve issues related to coordination and supervision of community services.
- Strong interpersonal skills.
- Demonstrated experience integrating principles of diversity and inclusion into all aspects of program management.
- Ability to work effectively in a fast-paced environment on multiple tasks.
- Experience/ability to conduct program evaluations and assessments.
- Familiarity with relevant state and local policies, procedures, regulations, and laws pertaining to the assignee's student group(s).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Higheredjobs.com
- NACA
- indeed.com
- student Affairs Facebook page
- compact.org
- my.jstart.org

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497583 | | | | | | | | | | | | |
| Unqualified | 6 | 14 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 24 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 7 |
| Interviewed | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 8 | 22 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 1 | 4 | 40 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Qualified applicants: 5 WF, 2 UU

- 5 WF, 1 UU did not have hands on experience managing volunteers, having only worked with volunteers.
- 1 UU did not have a master's degree in student affairs, student counseling, or another related field.

4 Interviewed applicants: 1 WM, 1 WF, 1 BF, 1 HF

- 1 WM did not have hands on experience managing student volunteers.
- 1 BF had experience building relationships with community partners but did not have experience managing student volunteers.

The 1 WF selected had practical and hands on experience managing student volunteers. During the interview, she demonstrated her interpersonal skills in her detailed and complete answers to interview questions. She communicated a thorough understanding of relevant policies and procedures related to the Jumpstart program.

The 1 HF selected had relevant experience managing student volunteers in a similar environment. Her demonstrated interpersonal skills and practical work experience were directly related to the program coordinator role. She had a past focus working on programs and services in the field of education.

| | |
|---------------|--------------------------------------|
| Search Number | 497597 |
| Department | One Stop Student Services |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in an appropriate field and two years of full-time employment in a related area, or equivalent combination of education and experience.

- Demonstrated experience in a high-volume, rapidly changing customer service setting.
- Ability to pay attention to detail, work within deadlines, and make decisions.
- Excellent oral and written communication skills.
- Demonstrated administrative, organizational, and problem-solving aptitude.
- Familiarity with electronic data processing.
- Ability to establish rapport with students and parents and to maintain effective working relationships with faculty and staff.

PREFERRED QUALIFICATIONS

- Three-plus years of related experience
- Previous higher education experience at a large university.
- Demonstrated knowledge of recordkeeping systems and ability to be precise with quantitative data.
- Experience with a student information system (Peoplesoft preferred) or another large database, scanning software.
- Ability to read and interpret policies (internal, university, and State of Connecticut).
- Knowledge of FERPA.
- Fluent in a second language in both written and verbal communication.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Post on LinkedIn
- Post in ISSP Listserv
- One Stop and EPM colleagues posting on LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| <i>497597</i> | | | | | | | | | | | | |
| Unqualified | 10 | 13 | 2 | 2 | 2 | 4 | 0 | 1 | 0 | 0 | 0 | 34 |
| Interviewed | 0 | 3 | 0 | 1 | 1 | 4 | 0 | 0 | 1 | 0 | 1 | 11 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 19 | 2 | 3 | 3 | 8 | 0 | 1 | 1 | 0 | 1 | 48 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

12 Interviewed applicants: 4 WF, 1 BF, 1 HM, 4 HF, 1 TM, 1 UU

- 1 WF, 1 HM, 1 HF, 1 TM were selected for the position after the end of the 2024 Plan year and will be reported in the 2025 Affirmative Action Plan.

- 1 WF, 1 HF did not have the necessary level of experience working in a high call volume setting, as their previous roles were in smaller scale settings.
- 1 WF, 1 HF did not respond fully to interview questions and was unable to articulate an understanding of the position and its role.
- 1 HF did not have experience in a higher education setting and did not possess the necessary written communication skills as evidenced by her response to a writing prompt.
- 1 BF did not have experience working in a higher education setting or provide thorough responses to interview questions.
- 1 UU did not have experience with a student information system (Peoplesoft preferred) or another large database, scanning software to process student data.

The 1 WF selected had experience working in a high-volume customer service setting at both small and large higher education institutions. She worked with student information systems such as PeopleSoft. She demonstrated the necessary communication skills and the ability to work with students and parents and to maintain effective working relationships with faculty and staff in her responses to interview questions.

| | |
|---------------|--|
| Search Number | 497632 |
| Department | Business Undergrad Programs |
| Title | Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- Five years of related work experience. One year of experience must be serving as an advanced team member.
- Demonstrated excellent written, verbal, and interpersonal communication skills and the ability to build and maintain collaborative relationships with faculty, staff, students, administrators, external agencies/groups, and the public.
- Demonstrated experience taking initiative, working independently and accurately, exercising sound judgment when making decisions, and meeting deadlines.
- Proven experience working successfully in both an independent and team environment.
- Experience planning, coordinating, and executing events.
- Experience working with student organizations.
- Demonstrated experience working with college students in higher education institutions.
- Demonstrated ability to multitask in a high-traffic office.
- Demonstrated proficiency with Microsoft Office, especially Word, Excel, and PowerPoint.
- Dependable transportation and willingness and ability to work evening and weekend hours and travel in-state, out-of-state, and internationally as needed in support of program activities.

PREFERRED QUALIFICATIONS

- Master’s degree in counseling, higher education, or a related field.
- Demonstrated experience working with student organizations in higher education.
- Demonstrated experience engaging with constituents in virtual environments.
- Demonstrated experience working in a higher education environment in a university learning community setting.
- Demonstrated experience in fostering professional relationships with undergraduate students.
- Demonstrated experience working with students seeking admission to selective admission programs.
- Prior experience working with software systems to generate and utilize data to inform decision-making.
- Prior experience in teaching college students.
- Previous supervisory experience of student staff.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- School of Business Minority Serving Institutions distribution list
- LinkedIn
- School of Business LinkedIn page
- www.higheredjobs.com
- www.ziprecruiter.com
- www.studentaffairs.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497632 | | | | | | | | | | | | |
| Unqualified | 3 | 10 | 2 | 2 | 1 | 3 | 0 | 2 | 0 | 1 | 2 | 26 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 13 | 2 | 3 | 1 | 4 | 0 | 2 | 0 | 1 | 2 | 33 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 2 WM, 2 WF, 1 HF

- 1 WM was unable to attend the scheduled interview.

- 1 WM did not have experience working with software systems to generate and utilize data to inform decision-making.
- 1 WF did not provide detailed answers, plans for virtual student engagement or further ideas for the programming portfolio.
- 1 HF did not have experience working with students seeking admission to selective admission programs.

The 1 WF selected had ten years of experience serving college level students and developing partnerships with higher education professionals and departments. She demonstrated an ability to work with campus partners. She understood academic requirements, which she used to advise students and mentor peers. She communicated an awareness of students’ needs and challenges and had conversations with them about academic performance. She took an individualized approach to helping students reach their potential and had worked with students in a selective program. She had a knowledge of how to work with students in a virtual space. She gained leadership experience creating a new program that spanned across institutions and over multiple years. She gave detailed examples of her experience in advising and programming and responded fully to interview questions.

| | |
|---------------|--------------------------------|
| Search Number | 497682 |
| Department | Lodewick Visitors Center |
| Title | Student Services Prog Assist 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Up to one year of related experience in higher or secondary education or a related field.
- Experience with utilizing technology in work responsibilities.
- Strong organizational, interpersonal, verbal, and written communication skills.
- Demonstrated ability for accuracy and attention to detail.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to problem solve.

PREFERRED QUALIFICATIONS

- Demonstrated experience working with diverse and under-represented audiences in a work or outreach setting.
- Experience working in organizations committed to diversity.
- Spanish speaking and/or literacy.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- CIVSA
- NODA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497682 | | | | | | | | | | | | |
| Unqualified | 2 | 5 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 14 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 7 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 9 | 0 | 1 | 3 | 3 | 0 | 1 | 0 | 0 | 4 | 24 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not indicate the fluency in Spanish that was needed for this position in her application materials.

8 Interviewed candidates: 1 WM, 3 WF, 1 HM, 1 HF, 1 AF, 1 UU

- 1 WM, 2 WF did not describe how they would effectively use technology in the position.
- 1 HM did not have experience working with diverse and under-represented audiences in a work or outreach setting.
- 1 HF, 1 AF was unable to show that she could communicate effectively by not fully answering questions.
- 1 UU gave a presentation that was focused on recruitment, not towards first generation students and she did not have experience working in organizations committed to global diversity.

The 1 WF displayed the necessary verbal communication skills as well as interpersonal skills in working with non-profit organizations managing cases and working as part of a team during her responses to interview questions and interactions with the committee. She was experienced with technology and possessed an understanding of working with underrepresented populations, which was essential for this position.

| | |
|---------------|--------------------------------------|
| Search Number | 497696 |
| Department | Athletics |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Two to three years of experience working in a collegiate athletic work environment in student development or leadership development programming or comparable athletics student-athlete support experience.
- Experience coordinating event activities and collaborating with various internal and external constituents.
- Commitment to the holistic development of student-athletes.
- Ability to work in a team environment as well as independently.
- Outstanding organizational, communication, and public relations skills.
- Strong presentation skills, effective in a variety of settings (one-on-one, small group, large group).
- Strong verbal and written communication skills.
- Possess knowledge of basic computer systems and social media platforms such as Microsoft Office, Google Suite, Instagram, TikTok, etc.

PREFERRED QUALIFICATIONS

- Master's degree in a related field.
- Experience working with student-athletes with regard to career and leadership development.
- Experience in teaching workshops or courses on personal and professional development.
- Experience in program development and program assessment.
- Grant writing experience.
- Experience working with youth and facilitation.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- D.1 Ticker
- NCAA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497696 | | | | | | | | | | | | |
| Unqualified | 14 | 11 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 32 |
| Interviewed | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 15 | 14 | 3 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 3 | 40 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed candidates: 1 WM, 2 WF, 1 BM

- 1 WF, 1 BM did not demonstrate the ability to communicate effectively. They gave vague and unclear answers to interview questions.
- 1 WM was selected for interview in error, he did not meet several minimum qualifications.

The 1 WF selected had knowledge of the collegiate environment, the challenges, and possible areas of growth in this field. She gave specific examples of experiences in planning and working with campus partners for programming to enhance the student-athlete experience and had grant writing experience.

| | |
|---------------|--------------------------------------|
| Search Number | 496651 |
| Department | Student Activities |
| Title | Student Services Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree AND four years of related experience coaching or coordinating college-level cheerleading or dance programs OR equivalent combination of education and experience.
- Demonstrated ability to communicate information effectively.
- Excellent leadership, organizational, and programming skills.
- Experience advising and/or supervising college students.
- Demonstrated knowledge of budgeting and fiscal management.
- Articulated commitment to, demonstrated understanding of, and/or experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Ability to work effectively in a fast-paced environment on multiple tasks.
- Experience and/or ability to build a relationship with community and campus partners.
- Strong interpersonal skills.

- Demonstrated experience integrating principles of diversity and inclusion into all aspects of program management.
- Master’s degree in Student Affairs, Student Counseling, or another related field.
- Experience/ability to conduct program evaluations and assessments.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- National Cheer Association
- National Dance Association
- Student Affairs Professionals Facebook Group
- CT Association of Latinos in Higher Education
- Diversity.com
- Black Career Women's Network
- HBCU Connect
- NACA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496651 | | | | | | | | | | | | |
| Unqualified | 1 | 8 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 13 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 11 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Interviewed applicants: 4 WM, 2 WF, 1 BM

- 2 WM, 1 WF did not demonstrate the experience needed in administrative and travel as they had not been responsible for those areas in their previous positions.
- 1 WM was found to not have experience head coaching college-level cheerleading or dance programs as indicated on application materials.
- 1 WM, 1 WF did not have experience managing a budget.

The 1 BM selected demonstrated that he had experience integrating principles of diversity and inclusion into all aspects of program management. He had a master’s degree in leadership, as well as a certificate in diversity. He had demonstrated experience with logistic planning and follow through.

| | |
|---------------|--------------------------------------|
| Search Number | 496519 |
| Department | Community Standards |
| Title | Student Services Program Coordinator |

MINIMUM QUALIFICATIONS

- Bachelor's degree; or equivalent combination of education and experience.
- Four years of related experience, which demonstrates considerable knowledge of administrative methods and subject areas around Student Conduct practices, student development, FERPA, Title IX, and Case Management Software.
- Demonstrated ability to independently provide significant program support.
- Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.
- Articulated commitment to, or demonstrated understanding of, diversity, inclusion, and equity issues.
- Experience working with diverse populations.
- Exceptional interpersonal and organizational skills.
- Excellent verbal and written communication skills with strong attention to detail.
- Demonstrated proficiency with Microsoft Office Suite.

PREFERRED QUALIFICATIONS

- Master's degree in Higher Education in Student Affairs, Counseling, or related field.
- Experience working in a higher education environment.
- Knowledge of PeopleSoft system.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- ASCA
- Division of Student Affairs Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496519 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 5 |
| Withdrawn | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 2 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 8 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 HF, 1 BM

- 1 BM did not have any investigative or student conduct experience that was needed in this position.

The 1 HF selected had experience in higher education specifically with student conduct. She demonstrated an understanding of prioritizing tasks and the necessary knowledge of PeopleSoft. She had a bachelor's degree and had the ability to independently provide significant program support.

| | |
|---------------|--------------------------------------|
| Search Number | 497084 |
| Department | Htfd Student and Business Svcs |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience.
- Three or more years of related experience.
- Demonstrated experience working in a high-volume setting.
- Demonstrated problem-solving aptitude and ability to make decisions.
- Proven organizational and planning skills, meeting deadlines, and high-level attention to detail and accuracy.
- Strong and efficient computer and technical skills.
- Excellent written and oral communication skills.
- Ability to maintain effective working relationships with faculty and staff.
- Demonstrated interest in and commitment to working at a large, diverse, and urban campus.

PREFERRED QUALIFICATIONS

- Master's degree.
- Four or more years of experience working in higher education.

- Experience working with PeopleSoft, EMS, Courseleaf, and/or similar scheduling software.
- Demonstrated knowledge of recordkeeping systems and ability to be precise with quantitative data.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- The Placement Exchange
- Association of College Unions International
- Hartford Courant
- The Day
- New Haven Register
- LinkedIn
- HigherEdJobs
- CALAHE

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497084 | | | | | | | | | | | | |
| Unqualified | 3 | 16 | 1 | 7 | 1 | 2 | 0 | 2 | 0 | 2 | 5 | 39 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 8 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 26 | 1 | 9 | 1 | 3 | 0 | 3 | 0 | 2 | 7 | 56 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 2 WF, 1 BF

- 2 WF, 1 BF did not have experience working with PeopleSoft, EMS, Courseleaf, and/or similar scheduling software.

6 Interviewed applicants: 5 WF, 1 HF

- 1 WF cancelled and did not choose to reschedule the interview.
- 3 WF did not describe organizational and planning skills relevant to the position.
- 1 WF was unable to express how they would problems solve and independently make decisions when needed.

The 1 HF selected had transferrable skills that aligned with problem solving and working efficiently through a large workload. She displayed her communication skills in the interview by

answering the committee’s questions accurately and thoroughly. She had multiple positive references from previous employers.

| | |
|---------------|--|
| Search Number | 497370 |
| Department | Enrichment Programs |
| Title | Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- 5 years of experience working with students in a professional advising, mentoring, or counseling role, with at least one year serving as an advanced team member.
- Demonstrated experience planning, coordinating, and implementing program services and activities.
- Excellent written and oral communication skills.
- Proven ability to manage and perform administrative functions.
- Ability to successfully advise undergraduate students and interpret educational records and data related to student academic performance and progress.
- Excellent organizational skills and the demonstrated ability to manage multiple short- and long-term projects.
- Excellent interpersonal skills and ability to work effectively with faculty, staff, students, and administrators as well as external constituents, and the public.
- Experience working with diverse, underrepresented, and/or first-generation students.

PREFERRED QUALIFICATIONS

- Master’s degree in counseling, education, or a related field.
- Experience in an Honors program or college as a student or staff member.
- Professional work experience at a large university.
- Professional experience working with undergraduate students.
- Experience working with high-achieving students.
- Demonstrated experience prioritizing diversity, equity, and inclusion in practice.
- Experience with assessment and program evaluation.
- Proven ability to work independently and solve problems and approach challenges in a flexible and/or creative way.
- Demonstrated ability to troubleshoot problems that interfere with the student's academic progress and work effectively to resolve them.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Board

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497370 | | | | | | | | | | | | |
| Unqualified | 5 | 21 | 2 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 2 | 34 |
| Interviewed | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 3 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Grand Total | 6 | 24 | 3 | 1 | 1 | 3 | 0 | 1 | 0 | 1 | 3 | 43 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed candidates: 1 WM, 1 HM, 1 UU

- 1 WM did not demonstrate his ability to troubleshoot problems that could interfere with a student's academic progress or how he would work effectively to resolve them.
- 1 HM did not have the experience needed relating to academic advising and programming for undergraduate students.

The 1 UU selected had several years of experience in advising and programming for undergraduate students. They showed how they would complete the administrative process and organize short and long-term projects. Additionally, this candidate had worked with first generation and marginalized students, and they prioritized DEI efforts.

Category 3: U Staff Professional 2

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------|----|----|----|----|----|----|----|----|
| 3-USP 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------|----------|----|----------|------------------------|-----------|
| 3-USP 2 | N | WM | 496226 | U Staff Professional 2 | 1 |
| | N | WM | 496937 | U Staff Professional 2 | 1 |
| | N | WM | 497352 | U Staff Professional 2 | 1 |
| | N | WF | 497003 | U Staff Professional 2 | 1 |
| | N | BM | 496817 | U Staff Professional 2 | 1 |

| | |
|---------------|---------------------------------|
| Search Number | 496226 |
| Department | Office of Sustainability |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Advanced degree (e.g., MS, MA, MBA, or equivalent) in a sustainability discipline or related field, and at least 5 years of leadership experience in the context of a sustainability-focused enterprise.
- A demonstrated ability to lead, collaborate, and engage stakeholders in the development, planning, and implementation of strategic initiatives with respect to sustainability programming from academic or operations perspectives.
- Demonstrated commitment to diversity, equity, and inclusion (DEI), particularly as it pertains to the intersection of justice, equity, diversity, and inclusion (JEDI) with sustainability.
- Management experience regarding supervision of professional staff members or students, managing change, resolving conflict, and building consensus.
- Record of successful solicitation of extramural support for sustainability-related initiatives.

PREFERRED QUALIFICATIONS

- Advanced degree (e.g., Ph.D., J.D.) in a sustainability discipline or related field.
- Three to five years of leadership experience in a higher education setting.
- Demonstrated ability to communicate effectively to a diverse organization, especially with regard to programmatic needs, plans, and strategies.
- Advanced knowledge of current sustainability concepts, issues, trends, and best practices in an operations/facilities or academic context.
- Demonstrated business acumen in allocating resources and managing budgets.

- Demonstrated ability to prioritize and balance the needs of diverse staff members and stakeholders.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- The Chronicle of Higher Education
- AASHE

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 496226 | | | | | | | | | | | | |
| Unqualified | 8 | 7 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 2 | 20 |
| Qualified | 1 | 4 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 8 |
| Withdrawn | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 4 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 14 | 15 | 0 | 0 | 3 | 2 | 1 | 2 | 0 | 0 | 2 | 39 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

8 Qualified applicants: 1 WM, 4 WF, 2 HM, 1 AF

- 4 WF, 1 HM, 1 AF did not have the necessary higher education experience.
- 1 WM, 1 HM did not indicate knowledge of current sustainability concepts, issues, trends, and best practices in their application materials.

9 Interviewed applicants: 5 WM, 3 WF, 1 HF

- 2 WF did not demonstrate how their enterprise expertise and skills would translate to the sustainability initiatives.
- 2 WM, 1 WF did not have the experience in higher education setting.
- 2 WM, 1 HF did not have experience in leadership in a higher education setting.

The 1 WM selected had leadership experience in a higher education setting. He demonstrated the necessary communication skills to work with a diverse organization to address programmatic needs, plans, and strategies. He gave examples of his ability to lead, collaborate, and engage stakeholders and his ability to prioritize and balance the needs of staff members and stakeholders. In addition, he had the necessary level of business acumen in allocating resources and managing budgets based on responses to interview questions.

| | |
|---------------|---------------------------------|
| Search Number | 496937 |
| Department | Security Services |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution.
- Six (6) years of experience in safety and security in a large medical facility/hospital, higher education environment, or private security organization. Two (2) years of this experience must have been in a supervisory or administrative capacity.
- Demonstrated knowledge of the principles, practices, and techniques employed in establishing and maintaining institutional and building safety and security.
- Demonstrated knowledge of the techniques and methods of safety and security analysis.
- Demonstrated knowledge of safety and security laws, rules, and regulations.
- Demonstrated ability to formulate, develop, implement, and supervise a multi-scale safety and security program.
- Experience and demonstrated ability to develop and maintain effective relationships with members of a diverse community including but not limited to students, faculty, staff, and community members.
- Experience and demonstrated ability to plan, direct, and evaluate the performance of assigned personnel; ability to establish effective working relationships with key management personnel, associates, subordinates, and the general public.
- Demonstrated ability to take initiative and perform with sound professional judgment.
- Demonstrated ability to manage/supervise a large security staff.
- Excellent attention to detail and outstanding communication skills, both oral and written.
- In limited situations, the ability to work evening and weekend hours. Must be available for on-call hours during emergency situations, closures, or significant events that affect the operation of the University.
- Experience and involvement in the development of security procedural standards, plans, practices, and operations.

PREFERRED QUALIFICATIONS

- Advanced degree.
- Considerable experience in planning, developing, implementing, monitoring, and evaluating comprehensive safety and security plans, procedures, or programs.
- Experience working in a University setting in a position related to safety and security management.
- Experience working in a medical facility/hospital setting in a position related to safety and security management.
- Knowledge of risk management practice.
- Knowledge of Connecticut Statutes and federal, state, and local laws applicable to public health, safety, and emergency management.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 496937 | | | | | | | | | | | | |
| Unqualified | 7 | 0 | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 13 |
| Qualified | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Withdrawn | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 14 | 0 | 4 | 1 | 4 | 1 | 1 | 0 | 0 | 0 | 3 | 28 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Qualified applicants: 1 WM, 1 BM, 1 HM, 1 UU

- 1 WM, 1 UU did not submit a complete application.
- 1 BM, 1 HM did not indicate knowledge of security and safety in a large medical facility/hospital, higher education environment or private security organization in their application materials.

7 Interviewed applicants: 4 WM, 1 BM, 1 HM, 1 UU

- 2 WM, 1 BM were found to not meet several minimum qualifications of two years' experience in a supervisory or administrative capacity
- 1 WM, 1 HM, 1 UU did not have the experience with security in a health care setting which was needed for this position.

The 1 WM selected had experience managing security staff in a large healthcare setting and spoke about specific ways in which he acclimated new employees into a team environment. He discussed how he would approach security functions in a collaborative manner by ensuring all staff understand each other's positions and the importance of their assignments. He was familiar with LiveSafe as a technological approach in providing high level security efforts. Additionally, he provided well supported answers to questions on diversity and unionized work forces.

| | |
|---------------|---------------------------------|
| Search Number | 497352 |
| Department | Athletics Marketing |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- Minimum of 7 years of external relations experience in a Division I FBS intercollegiate program with progressively increasing levels of responsibility.
- Collaborate regularly with senior staff from various departments.
- Demonstrates excellent managerial and organizational abilities.
- Ability to think strategically and creatively, balance multiple priorities, adjust to changing circumstances, organize time efficiently, and remain attentive to details.
- Knowledge of NCAA regulations.
- Excellent interpersonal and communication skills.

PREFERRED QUALIFICATIONS

- Master’s degree.
- 3 or more years of external relations experience at the power five level.
- Experience as an Assistant Athletic Director or above at a power five institution.
- 3 years of experience managing the staff and unit budget for a marketing department.
- Ability to work collaboratively with an athletics department media rights partner.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Professional Networking
- UConnhuskies.com
- D1.ticker

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 497352 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 7 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 0 | 0 | 2 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 13 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 4 WM, 1 HF

- 2 WM did not effectively communicate their knowledge regarding how they would oversee all the units in this position, which was important for this position.
- 1 WM, 1 HF did not provide examples of how the marketing and social media units operated in an athletic department, which was necessary for this position.

The 1 WM selected was able to effectively communicate his knowledge of modern marketing and social media strategies in an athletic department. He successfully provided examples of ways in which he had demonstrated success in marketing concepts that directly impacted revenue generation. He also had the necessary leadership and management skills and was able to communicate this to the search committee.

| | |
|---------------|---------------------------------|
| Search Number | 497003 |
| Department | Institutional Equity |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Graduate degree in an appropriate field (law, special education, higher education, disability services, rehabilitation counseling, etc.) or an equivalent combination of education and professional work experience.
- A minimum of two years of recent experience providing guidance on compliance with the ADA, Section 504, and related disabilities law.
- In-depth knowledge of key legislation (Rehabilitation Act, ADA, and related federal and state regulations) related to disability and the functional impact of various disabling conditions.
- Demonstrated knowledge of academic, employment, residential, physical, or technological accommodations for accessibility.
- Excellent communication skills.
- Experience with designing and delivering educational programming and presentations related to disability access and accommodations.
- Ability to act as an independent and collaborative OIE team contributor and representative.
- Commitment to satisfaction and ability to meet hard work product deadlines.
- Demonstrated ability to interact empathetically and graciously with people and groups from diverse academic and cultural backgrounds.

PREFERRED QUALIFICATIONS

- Experience in providing guidance on ADA and Section 504 compliance in the public sector, higher education, or an academic medical center setting is strongly preferred.

- Experience facilitating accommodations for students, learners, employees, visitors, patients, and/or members of the public is strongly preferred.
- Experience responding to concerns, complaints, and/or grievances related to disability access and accommodations, including but not limited to conducting intake discussions and participating in grievance procedures and/or investigations related to access and accommodations.
- Demonstrated leadership in promoting diversity, equality, and inclusiveness within a team or organization.
- Supported successful experience working with/on behalf of and building relationships with diverse populations.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- AHEAD
- CT AHEAD
- DSSHE
- UConn's Center for Students with Disabilities Networking Group
- OIE listserv
- Yale University Title IX Office contact

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 497003 | | | | | | | | | | | | |
| Unqualified | 0 | 5 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 9 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 7 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 13 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Interviewed applicants: 2 WF

- 1 WF stated that she did not have want to teach or present and this position required development, coordination and delivery of educational programming and training.

The 1 WF selected held professional roles in higher education with progressively increasing levels of responsibility in ADA compliance. She had experience developing, interpreting, and implementing policy and procedures related to accessibility and accommodations. She also had

experience facilitating the interactive process for accommodation requests and delivering educational programming.

| | |
|---------------|---------------------------------|
| Search Number | 496817 |
| Department | Residential Life |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Master’s degree in a related field.
- Five to seven years of full-time, progressive, post-master’s experience in Residential Life or related field.
- Experience implementing and facilitating diversity, equity, and inclusion educational programs.
- Experience working with diverse student and staff groups.
- Experience in crisis response.

PREFERRED QUALIFICATIONS

- Ph.D. or EdD in college student personnel, higher education administration, counseling, education, or a related field.
- Ten or more years of full-time progressive experience in residential life.
- Excellent oral and written communication skills including the ability to facilitate meetings and training.
- Experience working with residential living learning communities.
- Experience working at mid-size and large public universities with a residential population of 5,000 or more.
- Involvement in professional organizations.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- NEACUHU Listserv
- HigherEd Jobs.com
- ACUHO-I Listserv
- Diverse Issues in Higher Education
- NASPA
- American College Personnel Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 496817 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 10 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 2 | 6 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 14 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Interviewed applicants: 1 WF, 1 BM, 1 BF

- 1 BF was not able to fully answer the questions being asked. She did not discuss her experience with a curricular approach to residential programming.
- 1 WF did not have the amount of progressive experience in residential life programming needed. She had been out of direct residential life work since August 2018.

The 1 BM selected had a wide range of experience with diversity, equity, and inclusion (DEI) initiatives. He had experience at an institution where he oversaw the Presidential Taskforce of DEI. He had also been a presenter on DEI topics at both the regional and national level. He gave examples in which he built partnerships with campus colleagues and discussed how he would do that at UConn, specifically with the Learning Community staff. He had progressive experience in Residential Life. He had spent time as a Hall Director, Assistant Director, Associate Director, Director and as an Assistant Dean of Residence Life. He discussed how this experience shaped his approach to senior leadership positions and how he would utilize this at UConn.

Category 3: U Staff Professional 3

| Goals | | | | | | | | |
|----------------|----|----|----|----|----|----|----|----|
| Set | WM | WF | BM | BF | HM | HF | AM | AF |
| 3-USP 3 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|----------------|----------|----|----------|------------------------|-----------|
| 3-USP 3 | N | WM | 496825 | U Staff Professional 3 | 1 |
| | N | WM | 496915 | U Staff Professional 3 | 1 |
| | N | WM | 497409 | U Staff Professional 3 | 1 |
| | N | WF | 496776 | U Staff Professional 3 | 1 |
| | N | WF | 496813 | U Staff Professional 3 | 1 |
| | N | WF | 497516 | U Staff Professional 3 | 1 |

| | |
|---------------|---------------------------------|
| Search Number | 496825 |
| Department | Planning, Design and Construct |
| Title | University Staff Professional 3 |

MINIMUM QUALIFICATIONS

- Bachelor of Science in business administration, pre-law, or real estate development/management.
- Minimum of ten (10) years of experience in negotiating real estate transactions, such as leases, master leases or purchase & sale agreements, and/or work in real estate development.

PREFERRED QUALIFICATIONS:

- Work with higher education organizations or equivalent.
- Work with state agencies.
- MBA, Paralegal Certificate or Juris Doctorate (JD).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Higher Education Legal Matters listserv
- Professional Women in Construction

- Indeed
- Hartford Business Journal
- CREC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 496825 | | | | | | | | | | | | |
| Unqualified | 7 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 10 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 14 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

4 Interviewed applicants: 3 WM, 1 WF

- 1 WM, 1 WF did not have the experience regarding leasing that was needed for this position.
- 1 WM only had experience with leasing and did not have any experience with other aspects of real estate.

The 1 WM selected had experience relating to the leasing of real property as well as the general knowledge in real estate to lead the balance of the position’s duties, which included negotiations of property sales, purchases, and development agreements.

| | |
|---------------|---------------------------------|
| Search Number | 496915 |
| Department | Enrollment Planning and Mgmt |
| Title | University Staff Professional 3 |

MINIMUM QUALIFICATIONS

- Master’s degree.
- 5+ years of progressively responsible experience in a One-Stop student services center or closely aligned stakeholder office, or an equivalent combination of education and experience.
- Knowledge of areas of Enrollment Management, including admissions, financial aid, registration, and orientation, as well as other areas, such as student billing.
- Demonstrated evidence of successful experience working with diverse populations and collaborating across institutional areas, commitment to diversity, equity, and inclusion.
- Proven leadership and supervisory skills, visionary and operational.
- Clear and confident communicator, possessing excellent written, oral, listening, and presentation skills.

- Self-starter, highly motivated, and detail oriented.
- Strong project management, experience leading team projects.
- Analytical and skilled with using data.
- Relationship builder with an ability to develop internal and external relationships with students, families, and staff, and provides a high level of service across the University.
- Experience with operating budget management.

PREFERRED QUALIFICATIONS

- 5+ years of experience managing a One-Stop Student Services office.
- Experience with implementation of a One Stop or similar integrated services operation

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- HigherEdJobs.com
- The Chronicle of Higher Education
- NASPA
- NACAC
- NASFAA
- AACRAO
- NODA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 496915 | | | | | | | | | | | | |
| Unqualified | 5 | 10 | 1 | 5 | 2 | 1 | 0 | 0 | 0 | 0 | 8 | 32 |
| Interviewed | 4 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 10 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 12 | 1 | 5 | 2 | 2 | 0 | 1 | 0 | 0 | 10 | 43 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

11 Interviewed applicants: 5 WM, 2 WF, 1 HF, 1 AF, 2 UU

- 2 WM, 1 HF, 1 AF, 2 UU were found to not meet the minimum qualifications.
- 2 WF did not have the necessary experience in a One-Stop student services center in a higher education environment.
- 1 WM did not have the communication skills that are needed for this position based on his incomplete and vague responses to interview questions.

- 1 WM did not describe how to develop internal and external relationships with students, families, and staff, and provides a high level of service across the University in responses to interview questions.

The 1 WM selected demonstrated the organizational leadership skills necessary for the position. He had experience working with diverse populations and collaborating across institutional areas. He oversaw a comparably sized one-stop student services center and had experience with building a team, hands-on from the ground up. He demonstrated the necessary communication skills, as he was able to clearly articulate how he would lead the implementation of UConn’s one-stop, manage professional staff, and build rapport with students, families, and staff.

| | |
|---------------|---------------------------------|
| Search Number | 497409 |
| Department | Institutional Equity |
| Title | University Staff Professional 3 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 497409 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This inaugural position in the Office of Institutional Equity (OIE) is responsible for University Title IX compliance, including leading system-wide Title IX related committees, projects, and initiatives. Furthermore, this position coordinates the University’s response, prevention, and education initiatives pursuant to federal Title IX law and related federal, state, and local law, statutes, and regulations to ensure university compliance in these areas. Currently, OIE’s AVP serves as the Title IX Coordinator. In 2022, two searches for this position launched and subsequently failed with revisions made each time to desired minimum qualifications to attract a larger applicant pool.

To realign and consolidate OIE’s internal resources between the Storrs/Regional campuses and UConn Health under the One UConn Initiative, for University talent retention purposes, and as the Title IX Coordinator position had been documented as “hard-to-fill,” OIE was approved to move and hire a current UConn Health OIE employee into the role. The candidate met all position minimum requirements and most of the preferred applicant qualifications. He was the former Assistant Director for OIE’s equivalent office at Arizona State University (ASU). In this role, he gained experience investigating allegations of discriminatory misconduct to include alleged Title IX misconduct (sexual assault, intimate partner violence and stalking). He developed the university Title IX policy and facilitated related university training. Prior to ASU he co-prosecuted sex crimes for the Maricopa County Attorney’s Office. Finally, during his brief UConn Health tenure, he demonstrated that he was a

responsible, high achieving, results/deliverables driven leader. He exhibited the necessary written and oral communication and people management skills needed for this position.

This hire is reported in the Hiring Goals Analysis not in the Employment Process Analysis as moves between UConn and UConn Health under the One UConn Initiative were agreed to with CHRO. This candidate moved into a new title and job category at UConn and his position at UConn Health was eliminated. The UConn Health Affirmative Action Plan will document this move as a separation in the Employment Process Analysis.

| | |
|---------------|-----------------------------|
| Search Number | 496776 |
| Department | Student Health and Wellness |
| Title | Assistant Director |

MINIMUM QUALIFICATIONS

- Master's degree with 10 years of experience or bachelor's degree with 15 years of experience or equivalent combination of training and experience in nursing, quality, data management, auditing and compliance, or related field.
- A minimum of ten years of experience in either a health care setting and/or higher education.
- A minimum of five years of direct supervisory experience.
- Demonstrated understanding of and stated commitment to diversity, inclusion, and equity.
- Demonstrated experience working collaboratively with diverse populations.
- Knowledge of applicable laws, regulations, nationally recognized standards, and guidelines related to healthcare.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn OIE Diversity Site
- UConn Cultural Center Directors
- Student Affairs Daily Newsletter
- UConn Careers
- Diversity.com
- American College Health Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 496776 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 5 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 5 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 10 |

The Unqualified applicants did not meet the minimum qualification needed for this position.

4 Interviewed applicants: 3 WF, 1 BM

- 2 WF did not have specialized knowledge in health information compliance or medical record auditing and management.
- 1 BM did not have the necessary ten years of healthcare or higher education setting.

The 1 WF selected possessed experience with data management and risk management, quality improvement, compliance, auditing, and data analytics. She had knowledge of Student Health and Wellness (SHaW) and demonstrated a detailed approach to this work. She spoke about her commitment to DEI issues and gave examples of how this applied to her leadership style. Her references spoke about her integrity, ethical approach to the work and management style, as well as her ability to be a leader in the field.

| | |
|---------------|---------------------------------|
| Search Number | 496813 |
| Department | Stamford Campus |
| Title | University Staff Professional 3 |

MINIMUM QUALIFICATIONS

- Master’s degree from an accredited institution and three or more years of relevant experience.
- Experience managing a complex student service and programs division in higher education for a diverse student population.
- Excellent verbal and written communication skills.
- Experience with current best practices in advising, retention, student support, and other related academic areas.
- Experience in establishing partnerships with faculty related to curricular, enrollment, advising, and other matters.

PREFERRED QUALIFICATIONS

- Doctoral degree from an accredited institution.
- A record of progressively responsible administrative experience managing and solving complex problems in higher education, preferably in academic administration and student support.
- Experience working on a large, diverse, and urban campus.
- Experience collaborating with full-time and adjunct faculty.
- Experience supervising multiple professional staff members.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Hartford Courant
- LinkedIn
- Chronicle of Higher Ed - web
- Higheredjobs.com
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 496813 | | | | | | | | | | | | |
| Unqualified | 3 | 11 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 4 | 24 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 14 | 1 | 3 | 1 | 4 | 1 | 2 | 0 | 0 | 4 | 35 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 1 WF, 2 HF

- 1 WF, 1 HF did not indicate experience working on a large, diverse, and urban campus.
- 1 HF did not have the experience supervising multiple staff members that was needed for this position.

6 Interviewed applicants: 2 WM, 1 WF, 1 HM, 1 AM, 1 AF

- 1 WM stated that he did not manage multiple priorities well, which was a necessity of this position.

- 1 HM, 1 AF did not have the experience supervising multiple professional staff members.
- 1 AM did not understand United States advising practices and student support services needed as most of his experience was working in another country.
- 1 WM did not have experience working with faculty other than conducting advising training and workshops.

The 1 WF selected had twenty-two years of faculty and administrator experience working in higher ed. She had experience working with faculty, students, and staff members. She had experience in developing strategic plans and carrying out new initiatives. She also had problem solving, creative thinking, and communication skills based on her responses to interview questions.

| | |
|---------------|---------------------------------|
| Search Number | 497516 |
| Department | Audit and Mgmt Advisory Svcs |
| Title | University Staff Professional 3 |

This position was limited to Current UConn and UConn Health employees only.

MINIMUM QUALIFICATIONS

- Applicants must be a current UConn (Storrs or Regional campus) employee or UConn Health employee.
- Bachelor's degree in accounting, business management, or a related field. Advanced knowledge of the methods, theories, and principles of financial, operational, and performance auditing.
- More than 5 years of experience in professional auditing.
- Professional certification as a Certified Public Accountant or Certified Internal Auditor.
- Excellent verbal and written communication skills.
- Ability to regularly exercise independent judgment and initiative.
- Supervisory experience.

PREFERRED QUALIFICATIONS

- Master's degree in a related field.
- Experience in higher education and/or healthcare.
- Information technology audit experience.
- Knowledge of research-related compliance.

Recruitment activities included:

- UConn Careers Website
- UConn Storrs Careers Website
- UConn Health Careers Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 497516 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

1 Interviewed applicant: 1WF

The 1 WF was selected served on several professional auditing positions, including her current role as the UConn Health Senior Auditor. During her interview, the candidate demonstrated in-depth knowledge of risk assessment and internal control evaluation in relation to internal audit planning, execution, and reporting. She was also experienced in UConn and UConn Health policies and procedures, information systems, and operations.

Category 3: U Staff Professional All Other Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 3-USP All Other Titles | 5 | 0 | 0 | 1 | 0 | 1 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------|----------|----|----------|------------------------|-----------|
| 3-USP All Other Titles | Y | WM | 496972 | U Staff Professional 1 | 1 |
| | Y | WM | 497105 | U Staff Professional 4 | 1 |
| | N | WM | 496995 | U Staff Professional 1 | 1 |
| | N | WF | 496179 | U Staff Professional 1 | 1 |
| | N | WF | 496656 | U Staff Professional 1 | 1 |
| | N | WF | 497106 | U Staff Professional 1 | 1 |
| | N | WF | 497539 | U Staff Professional 1 | 1 |
| | N | WF | 497558 | U Staff Professional 1 | 1 |
| | N | WF | PT-FT | U Staff Professional 1 | 1 |
| | N | HM | 497434 | U Staff Professional 1 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 496972 | | | | | | | | | | | | |
| Unqualified | 3 | 6 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 12 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 11 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 20 |

This hire met a hiring goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497105 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |

This hire met a hiring goal.

| | |
|---------------|---------------------------------|
| Search Number | 496995 |
| Department | Audit and Mgmt Advisory Svcs |
| Title | University Staff Professional 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in computer science, business, or a related field.
- Certification as a CISA, CISSP, or CISM.
- Two years of IT Audit experience and/or working knowledge of cybersecurity and IT general controls and risks.
- Familiarity with COBIT, NIST, and other IT control frameworks.
- Experience with Microsoft Office and automated workpaper applications.
- Excellent oral, negotiation, and written communication skills.

PREFERRED QUALIFICATIONS

- Advanced degree in IT related area.
- 3-6 years of experience in IT audit and/or extensive experience in advanced cybersecurity risks and controls.
- Experience in higher education and/or healthcare.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 496995 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 2 | 3 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 13 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 3 BM

- 3 BM did not indicate experience of higher education or healthcare in their application materials.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WF did not have experience in IT auditing or experience in advanced cybersecurity risks and controls.
- 1 WF did not have higher education experience and/or healthcare which was necessary for the position.

The 1 WM selected had experience in higher education. He had a master’s degree in information assurance as well as several industry certifications. Additionally, he had cybersecurity experience in the financial technology and healthcare fields.

| | |
|---------------|---------------------------------|
| Search Number | 496179 |
| Department | Research |
| Title | University Staff Professional 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- At least 5 years of relevant experience and competencies in community-engaged partnership or leadership working with multilevel partners in municipal or state-wide government, higher education, industry, policy, nonprofit, or community organizations.
- Demonstrated ability to build relationships and work collaboratively with diverse stakeholders within and external to the University.
- Demonstrated ability to understand complex concepts and distill findings into clear, strategic insights.
- Demonstrated ability to work both independently and in close coordination with cross-functional teams.
- Demonstrated ability to quickly identify problems and solve them.
- Demonstrated ability to work with diverse constituencies to advance programmatic and economic development initiatives and objectives.
- Demonstrated ability to communicate demographic, educational, and research results to a broad range of audiences.
- Strong interpersonal, oral, presentation, and written communication skills.

PREFERRED QUALIFICATIONS

- Experience working with top elected officials at the municipal or state level.
- Experience in economic and/or workforce development.
- Experience working with governmental and non-governmental organizations.
- Experience working with print and broadcast media, including real-time interviews.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- OVPR Website
- HigherEdJobs
- Chronicle of Higher Education
- Indeed
- LinkedIn
- Social Media
- Inside Higher Ed Careers

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 496179 | | | | | | | | | | | | |
| Unqualified | 4 | 9 | 4 | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 3 | 25 |
| Qualified | 9 | 7 | 3 | 2 | 2 | 2 | 0 | 0 | 0 | 0 | 7 | 32 |
| Withdrawn | 5 | 7 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 15 |
| Interviewed | 4 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 22 | 26 | 8 | 5 | 5 | 3 | 0 | 0 | 0 | 0 | 12 | 81 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

32 Qualified applicants: 9 WM, 7 WF, 3 BM, 2 BF, 2 HM, 2 HF, 7 UU

- 9 WM, 7 WF, 3 BM, 2 BF, 2 HM, 2 HF, 7 UU did not indicate the state or municipal experience needed for this position in their application materials.

9 Interviewed applicants: 4 WM, 3 WF, 1 BM, 1 BF

- 3 WM, 1 WF did not have the experience needed working with various selected officials, community leaders or business leaders.
- 1 WM, 1 WF, 1 BF did not have the knowledge of building a program from beginning to end.
- 1 BM did not have the community engagement experience needed as it was not a focus of his previous position.

The 1 WF selected had an understanding and experience of working with state-level agencies as well as several municipalities. She had experience working with organizations at the national level. She also described a broad understanding of community engagement partnerships that reflected the breadth of programs, research areas, and student initiatives at UConn.

| | |
|---------------|---------------------------------|
| Search Number | 496656 |
| Department | Employee Relations |
| Title | University Staff Professional 1 |

MINIMUM QUALIFICATIONS

- A law degree and at least two (2) years of increasingly responsible experience in public sector personnel administration.
- Considerable knowledge of collective bargaining including contract negotiation; contract administration and interpretation; relevant state and federal laws; regulations and guidelines; knowledge of personnel administration, affirmative action, and employment discrimination.
- Outstanding organizational skills, excellent oral and written communications skills.
- Must be able to work as a collaborative member of a team, share information and communicate openly requiring strong interpersonal skills and a demonstrated commitment to developing creative, innovative solutions.
- Working experience with Microsoft Office applications.

PREFERRED QUALIFICATIONS

- A member of the Connecticut Bar at time of hire, or within twelve (12) months of hire.
- Knowledge of statewide and/or University of Connecticut labor contracts, University and state insurance benefits, and related state personnel statutes, policies, and procedures.
- Labor Relations experience preferably in a unionized institution of higher education, government agency, or similar organization.
- Experience developing and/or presenting workshops and related training sessions.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- NACUA website
- LinkedIn
- Networking

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 496656 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 4 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 10 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Interviewed applicants: 2 WM, 1 WF, 1 HM

- 1 WM did not demonstrate the necessary oral communication skills based on responses which did not closely relate to the question asked or the job duties of the posted position.
- 1 WM did not describe his ability to be a collaborative member of a team in service of the organizational mission based on responses to interview questions.
- 1 HM did not effectively connect his experience to the requirements of the position during the interview.

The 1 WF selected had experience in various responsibilities of the position, including experience in personnel policy development, administration, and compliance. Her interview responses demonstrated the necessary communication skills and reflected the ability to work collaboratively as part of a team and find solutions. She also had direct experience as a manager and decision maker which was relevant to labor relations role in personnel administration.

| | |
|---------------|---------------------------------|
| Search Number | 497106 |
| Department | University Compliance |
| Title | University Staff Professional 1 |

MINMUM QUALIFICATIONS

- Bachelor's degree and three to four years of professional work experience; consideration will be given to individuals with an equivalent combination of education/professional training and/or experience.
- Experience with policy process management, document control, and/or project management.
- Demonstrated excellent oral and written communication skills and organizational skills, with strong attention to detail.
- Advanced use and knowledge of Microsoft Office applications, web-based collaboration, and/or document management platforms.
- Ability to interpret and communicate complex policies, rules, and regulations.
- Demonstrated ability to communicate and interact well with people of diverse backgrounds and experiences.
- Experience in building strong collaborative relationships and working in a cross-functional environment including an ability to facilitate consensus building.
- Ability to handle confidential and other sensitive matters appropriately.

PREFERRED QUALIFICATIONS

- Master's degree.

- Four or more years of experience with policy process management, document control, and/or project management.
- Experience developing and/or implementing complex policies, rules, and regulations.
- Experience in a healthcare environment such as a hospital, clinic, or academic medical center; or with healthcare, health policy, or health services research.
- Experience in an institution of higher education.
- Knowledge of healthcare regulatory agencies and governing standards.
- Ability to interpret medical terminology.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Health Lifeline
- SCCE
- HCCA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497106 | | | | | | | | | | | | |
| Unqualified | 2 | 7 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 5 | 18 |
| Qualified | 2 | 5 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 10 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 18 | 1 | 3 | 1 | 3 | 0 | 0 | 0 | 1 | 5 | 36 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

10 Qualified applicants: 2 WM, 5 WF, 2 HF, 1 TF

- 2 WM, 5 WF, 2 HF, 1 TF did not indicate four or more years of experience with policy process management, document control and/or project management on their application materials.

7 Interviewed applicants: 5 WF, 1 BM, 1 HF

- 4 WF, 1 BF, 1 HF did not fully answer questions or successfully communicate their knowledge regarding policy process management, document control, or project management.

The 1 WF selected had experience in high-level document control, complex project management and oversight of accreditation and compliance with internal and external standards. She shared how she would build consensus among diverse groups and manage competing long and short-term priorities in the interview.

| | |
|---------------|---------------------------------|
| Search Number | 497539 |
| Department | Institutional Equity |
| Title | University Staff Professional 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Experience designing or facilitating training or educational programs.
- Proficiency with office administration and coordination of general office business functions, including demonstrated strong skills in Microsoft Word, Excel, and PowerPoint.
- Professional writing skills.

PREFERRED QUALIFICATIONS

- Master's degree in a relevant field.
- Working knowledge of Title IX regulatory requirements in a higher education setting.
- Professional verbal communication skills.
- Professional experience working with issues of gender-based discrimination, harassment, or interpersonal violence.
- Experience preparing written informational materials relating to Title IX.
- Experience assisting with the creation of annual published reports, including compilation of large amounts of data and creation of executive summaries.
- Strong interpersonal skills: demonstrated ability to function well in both leader and teammate roles and interact with colleagues and superiors in a positive and constructive manner when faced with significant deadlines or workloads and challenging subject matter.
- Demonstrated ability to work independently and regularly exercise excellent judgment regarding interpersonal interactions, administrative detail, and confidential procedures.
- Demonstrated ability to interact effectively with individuals who have been negatively impacted or harmed by the behavior of others and/or individuals who have experienced trauma.
- Experience in managing website content.
- Prior completion of sexual violence prevention and/or response training with a nationally recognized organization.
- Experience working in a Title IX program at an institution of higher education.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Office of Institutional Equity staff listserv
- Association of title IX Administrators job board
- Campus Advocacy & Prevention Professional Association listserv
- UConn's Community Resource Team listserv
- UConn's SMST listserv

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497539 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 10 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 11 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

10 Qualified candidates: 1 WM, 6 WF, 1 AF, 2 UU

- 1 WM, 6 WF, 1 AF, 2 UU did not have experience assisting with the creation of annual reports including compilation of copious amounts of data and creation of executive summaries.

3 Interviewed applicants: 3 WF

- 1 WF declined the offer of employment.
- 1 WF did not demonstrate relevant experience regarding preparing annual published reports or managing website content. As a result of the interview, the search committee learned that this candidate does not have experience creating annual reports or data aggregation and analysis.

The 1 WF selected had experience working with higher education Title IX programs as a trained advisor. She had experience in annual reporting including data aggregation and analysis for grants, as well as experience managing a website through WordPress.

| | |
|---------------|---------------------------------|
| Search Number | 497558 |
| Department | Institutional Equity |
| Title | University Staff Professional 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree or the equivalent combination of education and work experience.
- Two years of relevant work experience.
- Demonstrated experience with Microsoft Word, Excel, and Teams.
- Experience preparing organized reports and communications for various audiences, demonstrating professional written communication skills.
- Experience working independently and successfully managing multiple assignments with competing deadlines.
- Experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Professional experience in higher education.
- Knowledge of affirmative action and/or equal employment opportunity programming.
- Experience in a deadline-driven work environment.
- Professional interpersonal skills with the ability to work collaboratively.
- Analytical, critical thinking, and problem-solving skills.
- A high degree of individual initiative and strategic approach to tasks.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- OIE Staff Listserv
- LinkedIn
- UConn Daily Digest
- UConn Health Lifeline
- Connecticut Association of Diversity & Equity Professionals

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497558 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 8 |
| Qualified | 2 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interview | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Withdrawn | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 5 | 0 | 1 | 1 | 2 | 0 | 1 | 0 | 1 | 3 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Qualified candidates: 2 WM, 1 WF, 1 HM, 1 HF

- 2 WM, 1 WF, 1 HM, 1 HF did not indicate knowledge of affirmative action or equal employment opportunity programming in their applicant materials.

2 Interviewed applicants: 1 WF, 1 TF

- 1 TF did not have the experience in higher education needed for the position as her related experience was in the corporate sector.

The 1 WF selected had knowledge of AA/EEO that was directly related to the position. She had experience with affirmative action plan preparation. She was able to handle detailed tasks related to writing affirmative action plans. She had worked in several professional environments, interacting with diverse populations. She had successfully worked both independently and as part of a team in her position in the school system, specifically during the pandemic with the absence of leadership.

| | |
|---------------|------------------------|
| Search Number | Part-Time to Full-Time |
| Department | Ombudsman |
| Title | U Staff Professional 1 |

1 WF moved from Part-Time to Full Time

| | |
|---------------|------------------------|
| Search Number | 497434 |
| Department | Institutional Equity |
| Title | U Staff Professional 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree plus two years of related professional experience (related professional experience may include, but not be limited to, conducting investigations, interviewing parties and witnesses, evaluating evidence, preparing written investigative reports, and/or providing education or advising on civil rights policies, laws, or regulations).
- Professional writing skills.

PREFERRED QUALIFICATIONS

- Professional experience conducting neutral employment, civil rights, or student conduct investigations.
- Working knowledge of state and federal civil rights laws and regulations, including but not limited to the Americans with Disabilities Act (ADA), Title IX of the Education Amendments Act of 1972, Title VI and Title VII of the Civil Rights Act of 1964, and/or related state statutes and regulations.
- Graduate degree or Juris Doctor.
- Professional experience conducting employment-related or civil rights litigation.
- Professional experience in higher education and/or an academic medical setting.
- Experience working in a unionized environment or a large organization with a complex human resources or labor relations structure.
- Proficiency with Microsoft Word, Outlook, Excel, and PowerPoint; experience working with electronic case management systems.
- Experience in creating and/or delivering compliance or diversity-related training or educational programming.
- Professional verbal communication skills.
- Completion of sexual violence investigation, prevention, and/or response training

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497434 | | | | | | | | | | | | |
| Unqualified | 4 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 11 |
| Qualified | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Withdrawn | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 9 | 1 | 3 | 3 | 0 | 0 | 1 | 0 | 1 | 1 | 28 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Qualified candidates: 2 WM, 4 WF

- 2 WM, 3 WF did not indicate knowledge of state and federal laws and regulations in their application materials.
- 1 WF did not indicate professional experience conducting neutral employment, civil rights, or student conduct investigations in their application materials.

9 Interviewed applicants: 2 WM, 3 WF, 2 BF, 1 HM, 1 UU

- 1 WM declined the offer of employment.
- 1 WM, 3 WF, 1 BF, 1 UU did not have familiarity with the legal framework of investigations.
- 1 BF did not have the necessary experience with employment related or civil rights litigation.

The 1 HM selected had professional experience with employment related investigations. He had previously worked in higher education and demonstrated professional communication skills in the interview. He had experience working in a unionized environment in a large organization with a complex human resources or labor relations structure and had MS office experience.

Category 4: Administrative Assistant

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 4-Admin Assistant | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 4: Office Assistant

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------|----|----|----|----|----|----|----|----|
| 4-Office Asst | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|---------------|----------|----|----------|------------------|-----------|
| 4-Office Asst | N | HM | 496448 | Office Assistant | 1 |

| | |
|---------------|------------------|
| Search Number | 496448 |
| Department | Admissions |
| Title | Office Assistant |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Two (2) years of general clerical work experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED QUALIFICATIONS

- Knowledge of basic office procedures including appropriate phone etiquette.
- Excellent interpersonal, oral, and written communication skills.
- Ability to operate office equipment which includes personal computers or other electronic equipment.
- Knowledge of Microsoft Office Suite software.
- Experience working independently with acquired experience.
- Demonstrated ability for accuracy and attention to detail.
- Familiarity with Enterprise System Software programs, such as PeopleSoft, Perceptive Content and/or Slate.
- Prior Admissions or higher education experience.
- Experience in a high call volume setting.

- High level of motivation and initiative.
- Ability to deal with confidential information.
- Ability to work under pressure.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 4-Office Asst | | | | | | | | | | | | |
| 496448 | | | | | | | | | | | | |
| Unqualified | 7 | 49 | 0 | 6 | 2 | 4 | 0 | 1 | 0 | 1 | 6 | 76 |
| Qualified | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 9 |
| Withdrawn | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 5 | 13 |
| Interviewed | 0 | 5 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 9 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 65 | 1 | 6 | 3 | 7 | 0 | 3 | 0 | 2 | 13 | 108 |

The unqualified applicants did not meet the minimum qualifications for the job posting.

9 Qualified applicants: 1 WM, 6 WF, 1 TF, 1 UU

- 1 WM, 6 WF, 1 TF, 1 UU did not indicate the necessary experience with Enterprise system software programs, such as PeopleSoft, Perceptive Content and/or Slate on their application materials.

10 Interviewed applicants: 5 WF, 1 BM, 1 HM, 2 HF, 1 UU

- 3 WF, 1 HF did not have the experience needed with high call volume settings as their previous roles were in administrative positions in smaller office environments,
- 1 BM, 1 UU did not have the phone etiquette or communications skills needed for a customer service focused position based on responses to situational interview questions.
- 1 WF was hired and reported in the 2023 Affirmative Action Plan.
- 1 WF was offered another position but declined the offer.

The 1 HM selected demonstrated the necessary customer service skills, understood office etiquette, and had experience working in a high call volume setting. He had worked with families from diverse backgrounds, both on a personal and professional level.

Category 4: Clerical Remaining Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 4-Clerical Remaining | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|----------------------|----------|----|----------|------------|-----------|
| 4-Clerical Remaining | Y | HF | 496962 | Secretary1 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 4-Clerical Remaining | | | | | | | | | | | | |
| 496962 | | | | | | | | | | | | |
| Unqualified | 5 | 28 | 0 | 1 | 0 | 5 | 1 | 2 | 0 | 2 | 3 | 47 |
| Withdrawn | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 9 |
| Interviewed | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 38 | 0 | 2 | 0 | 7 | 1 | 2 | 0 | 2 | 7 | 64 |

This hire met a hiring goal.

Category 5: Paraprofessional

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 5-Paraprofessional | 0 | 2 | 1 | 0 | 1 | 0 | 1 | 0 |

No hiring activity occurred in this job category.

Category 6: Qualified Craft Workers – All Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 6-Qualified Craft | 0 | 1 | 2 | 0 | 4 | 1 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-------------------|----------|----|----------|----------------------------|-----------|
| 6-Qualified Craft | Y | WF | 496404 | Skilled Trades Apprentice | 1 |
| | Y | BM | 496774 | QCW(HVACR) | 1 |
| | Y | HM | 496404 | Skilled Trades Apprentice | 1 |
| | Y | HM | 496774 | QCW(HVACR) | 1 |
| | N | WM | 496403 | Skilled Trades Apprentice | 2 |
| | N | WM | 496404 | Skilled Trades Apprentice | 3 |
| | N | WM | 496457 | Skilled Trades Apprentice | 1 |
| | N | WM | 496458 | Skilled Trades Apprentice | 1 |
| | N | WM | 496737 | Qualified Craft Wrk (Util) | 2 |
| | N | WM | 496774 | QCW(HVACR) | 3 |
| | N | WM | 496901 | QCW(Elecl) | 5 |
| | N | WM | 497313 | QCW(Plmb&Stmfitng) | 1 |
| | N | WM | 497726 | Skilled Trades Apprentice | 2 |
| | N | WF | 496404 | Skilled Trades Apprentice | 1 |
| | N | AM | 496403 | Skilled Trades Apprentice | 1 |

| | |
|---------------|--------------------------------|
| Search Number | 496404 |
| Department | FO Mechanical and Plumbng Svcs |
| Title | Skilled Trades Apprentice |

Minimum Qualifications

- Knowledge of standard tools, materials, methods, and practices of the HVACR trade.
- Some interpersonal skills; some oral and written communication skills.
- Ability to perform on a skilled level in the HVACR trade.
- Ability to make estimates and keep shop records.
- Ability to follow written and oral instructions.
- Some ability to utilize computer software.
- Min Qual Gen Exp: Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in HVACR.

- Min Qual Sub Allowed: 4,000 registered on-the-job training (OJT) apprenticeship program hours, recognized by the Department of Labor's Office of Apprenticeship, along with related instruction hours in the HVACR trade area may be substituted for the General Experience for licensed trades only.
- A current motor vehicle operator license is required.
- Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that affect campus operations.
- Must also be willing to respond to emergencies on overtime (nights, weekends, or holidays).
- The QCW Intern job classification is established for HVACR apprentices who have graduated from a technical or vocational school and have less than a total of four years of combined education and experience in the HVACR trade OR for HVACR apprentices that have 4,000 or more hours of registered on-the-job training program hours along with related instruction hours. Those applicants that exceed a combined total of four years of education and experience in the HVACR trade or currently hold a heating/piping/cooling license will be disqualified.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

- Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in the respective maintenance trade area.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- Possession of 4,000 registered on-the-job training (OJT) apprenticeship program hours, recognized by the Department of Labor's Office of Apprenticeship, along with related instruction hours in the respective maintenance trade area may be substituted for the General Experience for licensed trades (Electrical, Plumbing, HVACR) only.

PROMOTION

Licensed Trades (Electrical, Plumbing, HVACR)

- A Skilled Trades Apprentice hired into this position based on the allowed substitution of 4,000 registered on-the-job training (OJT) apprenticeship program hours and related instruction hours in the respective maintenance trade area, must obtain graduation from the vocational or technical school prior to promotion to the Skilled Trades Apprentice target class.
- A Skilled Trades Apprentice who obtains their occupational trade license after completing six (6) months of satisfactory work performance shall be promoted to the Skilled Trades Apprentice target class effective the first pay period following the date they obtained their occupational trade license.
- A Skilled Trades Apprentice who obtains their occupational trade license before completing six (6) months of satisfactory work performance must complete their initial six (6) month working test period prior to being promoted to the Skilled Trades

Apprentice target class. The promotion shall be effective on the first day of the pay period following the date they completed their six (6) month training period.

- Upon completion of their initial six (6) month working test period and satisfactory work performance a Skilled Trades Apprentice who achieves a minimum of 4,000 hours of work experience in their designated occupational trade shall be appointed to a General Trades Worker position.
- For current state employees compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class manual.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Veterans Enterprise
- Manchester Journal Inquirer
- Willimantic Chronicle
- CT Jobs
- Career Builder
- Monster
- Norwich Bulletin
- Facilities Operations Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 496404 | | | | | | | | | | | | |
| Unqualified | 13 | 0 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 3 | 22 |
| Withdrawn | 10 | 0 | 4 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 19 |
| Interviewed | 2 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 8 |
| Rescind Offer | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 3 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Grand Total | 29 | 2 | 6 | 1 | 13 | 0 | 0 | 0 | 1 | 0 | 4 | 56 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

15 Interviewed applicants: 6 WM, 2 WF, 1 BF, 4 HM, 1 TM, 1 UU

- 1 WM was offered the position, but the offer had to be rescinded by Human Resources.
- 2 WM, 1 HM did not demonstrate the ability to utilize computer software based on responses to interview questions.

- 1 BF, 1 HM did not accurately demonstrate how to change rotation on a three-phase motor therefore did not communicate the ability to perform on a skilled level in the HVACR trade.
- 1 HM was not able to answer most of the technical questions about specific HVACR equipment.
- 1 TM, 1 UU were found to not have the minimum amount of education that was required.

The 1 WF and 1 HM hire met a hiring goal.

The 1 WM selected was attending Connecticut Construction Education (HVAC Level I, II and III) and pursuing his S2 license. He had been learning about the HVACR trade and gaining experience in this field of work since his junior year of high school. He had learned about, and used, most all HVACR related PPE and had utilized a large variety of power tools ranging from drills to threaders. He provided accurate and detailed responses to all the HVACR technical questions. He understood the importance of providing good customer service and was familiar with work order systems. He demonstrated the necessary communication skills and interpersonal skills throughout the interview.

The 1 WM selected had a refrigerant recovery certificate. He had hands on experience in the areas of cleaning boilers and furnaces, installing mini-splits, piping gas lines for gas units, installing furnaces and boilers, and troubleshooting systems that are not working. He was OSHA 10 certified and learned about and used PPE/safety equipment such as safety glasses, hard hats, and steel toe boots. He provided a thorough explanation of the LOTO process, demonstrating that he understood the importance of it and when to utilize it. He had experience using a variety of power tools ranging from drills to saws. He was organized and used binders, notes, and clipboards to keep track of his work assignments. He demonstrated the necessary communication and interpersonal skills during the interview and was comfortable using an iPad and composing email messages.

The 1 WM selected provided accurate responses to the questions relating to OSHA, changing belts on an AHU and the steps to take with a no heat call regarding an oil-fired piece of equipment. He had experience with PPE/safety equipment such as gloves, glasses, and steel toe boots. He stated that he had experience with power tools and hand tools such as drills, saws and a ProPress. He had experience with current technology and explained how he was comfortable composing email messages/text messages.

The 1 WF selected had worked on a variety of HVACR equipment like those located at the Storrs Campus such as chillers and AHU's. She had experience with PPE/safety equipment such as safety glasses, clothing, and steel toe boots. She provided a thorough explanation of OSHA and the LOTO process, demonstrating that she understood the importance of it and when to utilize it. She also described her experience using a variety of power tools ranging from drills, a ProPress and a pipe threader. She understood the concept of providing good customer service, stating that it was important to listen to the customer while they explained the problem and to treat people how you would like to be treated. She was organized, used current technology, and had experience with AiM, the work order system used by Facilities Operations employees.

| | |
|---------------|--------------------------------|
| Search Number | 496774 |
| Department | FO Mechanical and Plumbng Svcs |
| Title | QCW (HVACR) |

MINIMUM QUALIFICATIONS

- Considerable knowledge of and ability to apply standard tools, materials, methods, and practices of the HVACR trade.
- Interpersonal skills; oral and written communication skills.
- Ability to prepare estimates and keep shop records.
- Some ability to utilize computer software.
- Four (4) years of experience in the HVACR trade.
- Min Qual Spec. Exp.: Two (2) years of the Gen Exp must have been performing skilled trade functions in the specific trade area. Note: For State Employees, this is interpreted at the level of Skilled Maint or Transportation Maint 2.
- Min Qual Substitutions Allowed: 1. Graduation from a vocational or technical school with a diploma designating completion of HVACR trade area may be substituted for two (2) years of the Gen Exp. 2. Two (2) years of exp as a QCW Intern in the HVACR trade area may be substituted for the Gen and Special Exp. 3. Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the Gen and Special Exp on a yr. for yr. basis.
- A current Connecticut Heating, Piping or Cooling license is required and must be retained throughout employment with the University.
- Applicants must possess and maintain a current motor vehicle operator license.
- Ability to read and interpret mechanical blueprints for building and utility systems.
- These positions are categorized as Emergency Support Services/Essential Staff. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that affect campus operations.
- Applicants must also be willing to respond to emergencies on overtime (nights, weekends, or holidays).

PREFERRED QUALIFICATIONS

- An active S-2 or S-1 license.
- Extensive knowledge and experience in the heating, air conditioning and refrigeration trade.
- Current “universal” certificate for refrigerant transition and recovery.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- Facilities Operations Website
- JobAps
- Veterans Enterprise
- CT Jobs
- Career Builder
- Monster
- Manchester Journal Inquirer
- Norwich Bulletin
- Willimantic Chronicle

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 496774 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Grand Total | 18 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 23 |

The Unqualified applicants did not demonstrate the minimum qualifications needed for this position.

13 Interviewed applicants: 10 WM, 1 BM, 2 HM

- 1 WM did not attend the interview.
- 2 WM, 1 BM did not demonstrate the knowledge necessary for working in steam and refrigeration based on his answers to interview questions.
- 2 WM was selected for one of the positions resulting in a lateral transfer to a different work schedule.
- 1 WM was offered another position but declined.
- 1 WM declined the offer of employment.
- 1 HM was not able to answer questions relating to troubleshooting failed equipment and did not have experience with building automation technology/equipment.

The 1 BM and 1 HM hire achieved a hiring goal.

The 1 WM selected had over 20 years of experience in the HVACR trade and had been employed as an HVAC Technician with Titan/BG Mechanical since 2003. He also had a current S2 license, the highest level of a heating/piping/cooling license. He was knowledgeable and experienced in a wide variety of refrigeration and heating systems. He demonstrated that he had the ability to troubleshoot HVACR equipment issues because of his wide range of knowledge of the HVACR trade. He was also familiar with Building Automation equipment and software

which would allow him to identify those types of issues quickly. He had had the opportunity to perform HVACR work on the Storrs Campus in his position with Titan/BG Mechanical.

The 1 WM selected had knowledge of the HVACR trade with strengths in the areas of installations, repairs, and safety (LOTO). He had experience in performing preventive maintenance tasks on boilers. He had experience utilizing an iPad and was familiar with this technology. He demonstrated a willingness to advance his knowledge of the HVACR trade and was working towards obtaining an S2 license in approximately six months; he currently has a B-2 license.

The 1 WM selected had the necessary knowledge of the HVACR trade. His responses to the interview questions showed an understanding of residential HVACR equipment as well as some commercial refrigeration and steam knowledge and experience. He stated that he had a desire to expand his knowledge and experience in the HVACR trade and expressed interest in pursuing his S2 license.

| | |
|---------------|--------------------------------|
| Search Number | 496403 |
| Department | FO Mechanical and Plumbng Svcs |
| Title | Skilled Trades Apprentice |

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE

Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in the respective maintenance trade area.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

Possession of 4,000 registered on-the-job training (OJT) apprenticeship program hours, recognized by the Department of Labor’s Office of Apprenticeship, along with related instruction hours in the respective maintenance trade area may be substituted for the General Experience for licensed trades (Electrical, Plumbing, HVACR) only.

PROMOTION

Licensed Trades (Electrical, Plumbing, HVACR)

- A Skilled Trades Apprentice hired into this position based on the allowed substitution of 4,000 registered on-the-job training (OJT) apprenticeship program hours and related instruction hours in the respective maintenance trade area, must obtain graduation from the vocational or technical school prior to promotion to the Skilled Trades Apprentice target class.
- A Skilled Trades Apprentice who obtains their occupational trade license after completing six (6) months of satisfactory work performance shall be promoted to the

Skilled Trades Apprentice target class effective the first pay period following the date they obtained their occupational trade license.

- A Skilled Trades Apprentice who obtains their occupational trade license before completing six (6) months of satisfactory work performance must complete their initial six (6) month working test period prior to being promoted to the Skilled Trades Apprentice target class. The promotion shall be effective on the first day of the pay period following the date they completed their six (6) month training period.
- Upon completion of their initial six (6) month working test period and satisfactory work performance a Skilled Trades Apprentice who achieves a minimum of 4,000 hours of work experience in their designated occupational trade shall be appointed to a General Trades Worker position.
- For current state employee's compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class manual.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits, and/or certifications.
- Incumbents hired into this position based on the allowed substitution of 4,000 registered on-the-job training (OJT) apprenticeship program hours and related instruction hours in the Plumbing and Heating trade area, must obtain graduation from the vocational or technical school prior to promotion.
- Incumbents in this class may be required to travel.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
- A physical examination may be required.

WORKING CONDITIONS

- Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
- Incumbents in this class may be required by the appointing authority to complete an asbestos removal program consistent with EPA guidelines for operations and maintenance. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- Veterans Enterprise
- Manchester Journal Inquirer
- Willimantic Chronicle
- CT Jobs
- Career Builder
- Monster
- Norwich Bulletin
- Facilities Operations Website
- Job board on the cttech.org website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 496403 | | | | | | | | | | | | |
| Unqualified | 13 | 0 | 2 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 21 |
| Withdrawn | 4 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 10 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Grand Total | 23 | 0 | 2 | 0 | 7 | 0 | 2 | 0 | 0 | 0 | 4 | 38 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

7 Interviewed applicants: 6 WM, 1 AM

- 4 WM was unable to provide accurate responses to many of the questions relating to the plumbing code.

The 1 WM selected had knowledge and experience with tools, materials and tasks performed in the plumbing trade. He had experience in the areas of roughing in the plumbing in new houses, roof top mini splits, ductwork, propane furnaces, gas piping and soldering. He knew the color markings of copper pipe (M- Red, L- Blue and K- Green) and the thickest copper pipe (K). He correctly identified three different valves used in domestic water systems (ball, gate, and quarter turn). He knew that house traps and S-Traps were prohibited for use in drainage systems. He knew that schedule 80 pipe is thicker than schedule 40 pipe. He knew what an air gap on a lavatory was and knew that the markings "200 WOG" on a valve body meant 200 – pressure, and W-Water. He identified PVC as the most used type of material for drains carrying wastewater.

The 1 WM selected had knowledge and experience with tools, materials and tasks performed in the plumbing trade. He had residential, new construction, service, and commercial experience. He completed his OJT hours required to take the test for his P-1/P-2 license and was working towards completing the required coursework in Plumbing. He provided accurate responses to the plumbing code questions relating to the plumbing code that defined water that was safe for drinking purposes as potable, grey water, the smallest drainage pipe that can be used, the

minimum vent height allowed through a roof, and the water closet rough in measurement without sheetrock. He knew the color markings of copper pipe (M- Red, L- Blue and K- Green) and he knew the thickest copper pipe (K). He identified six different valves used in domestic water systems (ball, gate, butterfly, stop and waste, shutoff). He had utilized LOTO with East Coast Valves where the procedure was used for massive sized valves at a power plant. He had used PPE and safety equipment such as boots, hard hat, gloves, and goggles. He had experience with a large variety of power tools such as a ProPress, hammer drills, mega press on gas piping, Sawzall, circular saw, pipe wrenches, brazing, snakes and a jetter a couple of times. He had experience using an iPad, how to use google to troubleshoot equipment, and look up parts.

The 1 AM selected provided accurate responses to the plumbing code questions relating to the plumbing code that defines water that is safe for drinking purposes as potable, grey water, water, and nitrogen being acceptable liquids to test for leaks on low pressure commercial piping systems. He also knew that steam was not acceptable, and the water closet rough in measurement without sheetrock. He described the difference between schedule 40 and schedule 80 pipe and knew that schedule 80 pipe is the thicker of the two types. He accurately described what an air gap on a lavatory is. He provided a detailed explanation of the types of materials most used for drains carrying wastewater. He had experience with power tools such as a right-angle drill, Sawzall, pro-press, 300 threading machine, PEX expansion tools and torch soldering. He had assisted with remodeling full bathrooms, rough in work, installation of drainage under floors, and service/repairs to toilets and urinals.

| | |
|---------------|-----------------------------|
| Search Number | 496457 |
| Department | FO Structural Shop Services |
| Title | Skilled Trades Apprentice |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in the respective maintenance trade area.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

An Associate’s or Bachelor’s degree in automotive, plumbing, construction, electrical, HVAC, or a related field may be substituted for the General Experience.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits, and/or certifications.
- Incumbents in this class may be required to travel.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Jobs
- Veterans Enterprise
- Manchester Journal Inquirer
- Willimantic Chronicle
- CT Jobs
- Career Builder
- Monster
- Norwich Bulletin

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 496457 | | | | | | | | | | | | |
| Unqualified | 16 | 1 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 22 |
| Withdrawn | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 18 | 1 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 25 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 2 WM

- 1 WM did not demonstrate the necessary experience in commercial masonry. He was unable to provide a copy of his diploma/transcript from Ellis Tech documenting coursework completed in the masonry trade.

The 1 WM selected had the necessary knowledge and experience in aspects of the masonry trade in both residential and commercial applications. He had experience in repointing and flashing work, flat work, bricklaying, concrete - sidewalks and patios, chimney work and floor tile. He was familiar with applying waterproofing products and the importance of using drop cloths, proper brushes and closing windows. He had experience with working with ceramic tile, more with floors than walls, and mentioned the importance of leveling/prepping the floor. He was able to provide a detailed list of the basic masonry tools that would be required to repoint a brick structure, naming safety glasses, gloves, disc grinder, jointer trowel and to have the masonry trailer and leaf blower on hand at the job site. He did not have any concerns about heights or performing work on scaffolds and was certified with aerial, and scissor lifts to 120'.

| | |
|---------------|-----------------------------|
| Search Number | 496458 |
| Department | FO Structural Shop Services |
| Title | QCW Intern |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

- Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in the respective maintenance trade area.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- An Associate's or Bachelor's degree in automotive, plumbing, construction, electrical, HVAC or a related field may be substituted for the General Experience.

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications.
2. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

At State Airports: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
2. A physical examination may be required.

WORKING CONDITIONS

1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. Incumbents in this class may be required by the appointing authority to complete an asbestos removal program consistent with EPA guidelines for operations and maintenance. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Recruitment activities included:

- UConn Careers Website

- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 496458 | | | | | | | | | | | | |
| Unqualified | 14 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 20 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 20 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 27 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

5 Interviewed applicants: 5 WM

- 2 WM did not have the knowledge of standard tools, materials, methods, and practices in carpentry that were needed for this position.
- 2 WM did not have the necessary computer software experience.

The 1 WM selected provided complete and detailed responses to the interview questions. He had more than four years of experience in carpentry. He was able to show that he had the ability to make estimates for jobs and keep shop records. He also had the ability to utilize computer software.

| | |
|---------------|-----------------------------|
| Search Number | 496737 |
| Department | FO Structural Shop Services |
| Title | QCW (Utilities) |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in the utilities trade area.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in the utilities trade area.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
- Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.
- Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Jobs
- Veterans Enterprise
- Manchester Journal Inquirer
- Willimantic Chronicle
- CT Jobs
- Career Builder
- Monster
- Norwich Bulletin
- Facilities Operations Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 496737 | | | | | | | | | | | | |
| Unqualified | 7 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 10 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 6 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 16 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 2 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 7 WM, 1 AM, 1 TM

- 1 WM did not have the necessary experience in chilled water or pressurized sewer lines based on responses to interview questions.

- 3 WM, 1 AM did not have the necessary knowledge of deep trenching and excavation that was needed for the position.
- 1 WM declined the offer of employment.
- 1 TM was interested in a position with a supervisory role, which this position did not have.

The 1 WM selected had the necessary knowledge and experience in the specific underground utility system of storm drainage. He had experience in water systems and was primarily working with a subcontractor, and his sewer experience was primarily working with residential systems. He operated a wide variety of equipment ranging from pay loaders to skid steers to street sweepers. He had performed milling work and patch paving and had experience using trench boxes/awareness of surroundings while working inside the box. He demonstrated a wide range of knowledge in job site safety, personal safety, and PPE. He used blueprints and hand drawn specifications with underground piping and used a laser/transit to ensure the right pitch/grade is obtained. He could identify underground utility system failures relating to storm water drainage and understand the concept of pinpointing where the issue is stemming from and locating shut offs to mitigate the flow of water into the road. He was familiar with jetting pipes, pulling grates, and sucking pipes out that are affiliated with storm water drainage/catch basins. He had experience using an iPad, Microsoft products, email, and CORE-CT.

The 1 WM selected had knowledge and experience in underground utility systems such as storm drainage, catch basin, masonry replacing the basins from the bottom up (25 years of experience Town of Windham Public Works and DOT.) He assisted with opening valves and pumps for water and sewers. He had operated several types of heavy equipment, backhoe, skid steer, jackhammer, excavator, and dozer. He had been trained in trenching and excavation, stating that he has dug hundreds of holes, utilized trench boxes, installed pipes and shovels by hand when needed. He wore the appropriate PPE on job sites such as hard hats, vests, gloves, chaps, goggles, and hearing protection. He assisted with sewer issues by helping to change heads and knows the mechanics of jetting and he had shut off water main valves at the street. He had experience working off maps and blueprints, utilizing electronic boards for roads and used maps of sewers for the Town of Windham.

| | |
|---------------|-----------------------------|
| Search Number | 496901 |
| Department | FO Structural Shop Services |
| Title | QCW (Electrical) |

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

- Two (2) years of experience as a Qualified Craft Worker Intern/Skilled Trades Apprentice in a designated maintenance trade area may be substituted for the General and Special Experience.
- Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier, or large compound may be substituted for the General and Special Experience on a year for year basis.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications including possession and retention of an Unlimited Journeyman's license in the trade area indicated by the parenthetical title.
- Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.
- Applicant must have a current State of Connecticut E-1 or E-2 License.
- Ability to read and interpret mechanical blueprints for building and utility systems.

PREFERRED QUALIFICATIONS

- Extensive knowledge and experience in the electrical field.
- Extensive low voltage control experience in programmable logic controls such as Square D, Andover Controls, Siemens, Argus, and/or Allen Bradley.
- Two years of High Voltage experience.
- Commercial Driver's License, CDL - Class A or B.
- Experience in various lighting control systems such as Crestron, nLight, and/or Lutron.
- Knowledge and experience working with a Computerized Maintenance Management System (CMMS), preferably AiM.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Veterans Enterprise
- Monster
- Career Builder
- CTJobs.com
- Willimantic Chronicle
- Manchester Journal Inquirer
- Norwich Bulletin
- Facilities Operations Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 496901 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Grand Total | 14 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 17 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

8 Interviewed applicants: 8 WM

- 3 WM did not demonstrate their knowledge of working with electrical systems that were over 600 volts.

The 1 WM selected provided accurate and detailed responses to most of the interview questions presented to him. He troubleshot an over current fault on a VFD, was able to identify the three types of electric circuits and the definition of an electric circuit, described the difference between motor starters and lighting contactors and provided the definition of resistance and the ohmic value of a ground rod considered to be good. He had experience troubleshooting PLC/low voltage control systems and had performed this work on the Crestron system like the one at the Storrs Campus. He had experience with bending conduit and worked with fire alarm systems. He also had experience with using technology (iPad) and computer systems such as Word, Excel, and CAD. Additionally, he had experience reading/interpreting blueprints. He understood the importance of safety, especially in tasks specifically related to electrical work.

The 1 WM selected provided accurate and detailed, in-depth responses to most of the interview questions presented to him. He was able to identify the three types of electric circuits and explain the definition of an electric circuit, knew how to troubleshoot an over current fault on a VFD, and described the difference between motor starters and lighting contactors. He had experience in troubleshooting PLC/low voltage control systems providing examples of work he performed at Eastern in PLC cabinets and troubleshooting old system touch plates on the residential side. He stated that he troubleshot electrical equipment and that it was important to go through the steps/process of elimination. He had been performing work in the electrical trade since he began attending Windham Technical School in 2009 and been with the same electrical employer, Patnode Electric, since 2013 where his primary job duties were in residential new construction and generator related work. He was also experienced in working with blueprints and interpreting diagrams and had completed several jobs for electrical layouts. He understood the importance of safety, especially in tasks specifically related to electrical work and provided good examples of electrical PPE, LOTO, OSHA compliance, ladder safety, fall protection and working on de-energized circuits.

The 1 WM selected provided accurate and detailed responses to most of the interview questions presented to him. He was able to identify the three types of electric circuits and the definition of

an electric circuit. His electrical experience was more in new installations, for instance troubleshooting in other electrical tasks such as identifying why a GFI outlet trips. He understood the importance of safety, especially in tasks specifically related to electrical work as there was a strong emphasis on safety in his current unionized position. He was experienced in electrical PPE, LOTO and the steps he would take if a co-worker received an electrical shock, mentioning key steps to take in this situation such as use of an AED, calling 911 and potentially administering CPR.

The 1 WM selected provided accurate and detailed responses to many of the interview questions presented to him. He was able to identify the three types of electric circuits and the definition of an electric circuit, he knew how to troubleshoot an over current fault on a VFD, he described the difference between motor starters and lighting contactors. He had experience in troubleshooting PLC/low voltage control systems in the areas of troubleshooting meter check connections and shorts and worked with fire alarms, security systems and card readers. He had been performing work in the electrical trade since 1988 and was an expert in bending conduit. He also had experience in reading/interpreting blueprints, he used as builds, sizes wires for panels, and utilized drawings for fire alarm systems. He understood the importance of safety, especially in tasks specifically related to electrical work and elaborated on electrical PPE, LOTO, cal rated suits and the policy of "no live work".

The 1 WM selected had graduated from Porter and Chester, with coursework completed specializing in electrical in 2017. Most of his electrical experience had been solar panel related work. He demonstrated the ability to read and interpret mechanical blueprints. He performed this task on a regular basis when interpreting solar prints for jobs he performed at warehouses and apartment complexes. He had experience with troubleshooting and repairing lighting control systems. He had experience using Excel, Word and PowerPoint and stated that he had diagnosed electrical issues using a lot of different systems through his iPad.

| | |
|---------------|--------------------------------|
| Search Number | 497313 |
| Department | FO Mechanical and Plumbng Svcs |
| Title | QCW(Plmb&Stmfitng) |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in the particular trade area indicated by the parenthetical title.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in plumbing and steamfitting may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Skilled Trades Apprentice – Plumbing and Steamfitting may be substituted for the General and Special Experience.
3. Experience performing technical duties in plumbing and steamfitting on a military base, aircraft carrier, or large compound may be substituted for the General and Special Experience on a year for year basis.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Facilities Operations Website
- Veterans Enterprise
- Monster
- Career Builder
- CTJobs.com
- Willimantic Chronicle
- Manchester Journal Inquirer
- Norwich Bulletin
- New London Day
- Hartford Courant
- MSC
- Grainger
- Granite Group
- Fastenal

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 497313 | | | | | | | | | | | | |
| Unqualified | 4 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Withdrawn | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 13 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 17 |

The Unqualified applicants did not meet the minimum qualifications needed for this position.

6 Interviewed applicants: 6 WM

- 1 WM was selected for one of the positions resulting in voluntary demotion, which is reported in the Employment Process Analysis.
- 1 WM was selected for one of the positions resulting in a lateral transfer to a different work schedule.
- 1 WM was selected for one of the positions resulting in a promotion within the category which is reported in the Employment Process Analysis.
- 1 WM was currently under administrative leave with another state agency and not eligible to be interviewed at this time.
- 1 WM declined the offer of employment.

The 1 WM selected had a P2 license and more than fifteen years of experience in the plumbing trade. He had experience in the plumbing trade ranging from installation to service work. He provided accurate responses to all the trade-related interview questions presented to him and provided a detailed and thorough response explaining the importance of providing good customer service. He previously worked as a QCW Plumber for Facilities Operations from 2015 to 2021 and therefore was knowledgeable of the location of mechanical rooms on campus. He had experience with troubleshooting, repairing, and performing maintenance related tasks on plumbing equipment. He had experience using the CMMS program AiM as well as experience using an iPad.

| | |
|---------------|-------------------------------|
| Search Number | 497726 |
| Department | Facilities Landscape Services |
| Title | Skilled Trades Apprentice |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in the respective maintenance trade area.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Possession of 4,000 registered on-the-job training (OJT) apprenticeship program hours, recognized by the Department of Labor's Office of Apprenticeship, along with related instruction hours in the respective maintenance trade area may be substituted for the General Experience for licensed trades (Electrical, Plumbing, HVACR) only.

PROMOTION

A Skilled Trades Apprentice who successfully completes the Internship Training Program shall be promoted to the target class for non-licensed trades no sooner than completing six (6) months of satisfactory work performance.

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits, and/or certifications.
2. Incumbents in this class may be required to travel.
3. A Commercial Driver's License will be required within the two-year period and prior to the appointment to the QCW Utilities job classification. Training will be provided. Once the CDL is obtained, it must be renewed and retained throughout employment with the University.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 6-Qualified Craft | | | | | | | | | | | | |
| 497726 | | | | | | | | | | | | |
| Unqualified | 6 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 11 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 15 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 3 WM

- 1 WM only had seven months of hands-on training and experience in the plumbing trade. He did not have any knowledge or experience operating equipment used on work sites such as a skid steer.

The 1 WM selected had experience in the plumbing trade in both residential and commercial settings and with plumbing equipment found inside buildings as well as underground. He had been a construction laborer since 2014 with multiple companies where he had gained knowledge and experience working on construction sites. He had experience operating a large variety of power tools such as snakes, high pressure hydro jet flushers etc. He was also skilled in operating heavy equipment such as a 450 excavator, front loader, dump trucks, skid steers and mini excavators. He was OSHA 10 and OSHA 30 certified and had used PPE and safety equipment such as hard hats, vests, safety glasses, gas meters, harnesses, flagging for road work, lock out/tag out, steel toe boots and ear protection. He did not have any concerns with working in confined spaces. He was willing to respond to emergencies, work overtime and to participate in the on-call requirement. He learned about how to read and interpret blueprints,

plans, and specifications in technical school where he had to draw a print to scale for piping. He had experience with technology and used an iPad, laptop, Gmail, and Google docs etc.

The 1 WM recently graduated from Ellis Tech in June 2023. He performed plumbing work through projects that were completed while he was a student at Ellis Tech, primarily in remodeling homes. He had experience operating small power tools such as rigid drain snakes of multiple sizes and a smaller sewer jet. Additionally, he had underground utility training in slab foundations/underground gas piping, where he assisted with digging the trench by hand and watched others performing the connection of the pipes. He also had mechanical/plumbing related experience in other trades, as he had two months of hands-on training and experience in the HVACR trade as an apprentice with Quiet Corners Mechanical, performing maintenance and installation of HVAC equipment. He was an equipment maintenance technician performing maintenance to the machines that assemble lasers and had completed OSHA 30 training.

Category 7: General Trade Worker

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 7-General Trade Wkr | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 7: Lead Custodian

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------|----|----|----|----|----|----|----|----|
| 7-Lead Custodian | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 7: Custodian

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------|----|----|----|----|----|----|----|----|
| 7-Custodian | 19 | 10 | 4 | 4 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 7: Service Maintenance

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------|----|----|----|----|----|----|----|----|
| 7-Service Maint | 0 | 0 | 2 | 2 | 11 | 9 | 0 | 1 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------------|----------|----|----------|-----------------------|-----------|
| 7-Service Maint | Y | BM | 496775 | PowerPlantOperTrainee | 1 |
| | Y | HF | 497096 | AnimalCareTechnician | 1 |
| | Y | HF | 497380 | AnimalCareTechnician | 1 |
| | N | WM | 496621 | Agricultural Worker 2 | 1 |
| | N | WM | 496775 | PowerPlantOperTrainee | 6 |
| | N | WM | 497380 | AnimalCareTechnician | 1 |
| | N | WF | 497096 | AnimalCareTechnician | 1 |

| | |
|---------------|------------------------------|
| Search Number | 496775 |
| Department | FO Utility Plant Operations |
| Title | Power Plant Operator Trainee |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Experience in an industrial or manufacturing setting to include the operation, maintenance, and repair of mechanical equipment.

Note: Based on an individual's technical experience, the length of credited service will be determined at the discretion of facility management.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- Graduation from a vocational or technical school with a diploma in a program related to mechanical equipment, mechanical engineering or related field may be substituted for the General Experience.
- College training in mechanical engineering or a related field may be substituted for the General Experience. Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS

- Some knowledge of theory and application of large high-pressure boilers equipped with super heaters, heat recovery steam generators, steam turbines and auxiliary systems.
- Some ability to apply basic principles of physics, chemistry, thermodynamics, heat transfer, fluid flow, and combustion.
- Some ability to read and interpret piping and instrument diagrams, electrical one-line, schematic and logic diagrams.
- Some knowledge of 7MW solar combustion turbines.
- A heating/piping/cooling or plumbing license.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|------------|----------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 496775 | | | | | | | | | | | | |
| Unqualified | 70 | 3 | 13 | 0 | 16 | 1 | 4 | 1 | 1 | 0 | 7 | 116 |
| Withdrawn | 22 | 1 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 | 31 |
| Interviewed | 5 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 8 |
| Offer Declined | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 6 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Grand Total | 105 | 4 | 20 | 0 | 18 | 1 | 6 | 1 | 1 | 0 | 9 | 165 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

18 Interviewed applicants: 13 WM, 3 BM, 1 HM, 1 AM

- 3 WM, 1 BM, 1 HM did not have the knowledge regarding industrial operations that was necessary for this position based on responses to interview questions.
- 2 WM did not demonstrate the safety experience that was needed working at a power plant in their interview responses.
- 1 AM did not have the necessary knowledge of general industrial or manufacturing operations needed based on their interview questions.
- 2 WM, 1 BM were offered the position but declined.

The 1 WM selected met all the minimum qualifications of the position, having experience and knowledge in power plant operations working in a higher education institution for twelve years. He had hands on experience assisting with a boiler plant. He provided detailed answers during the interview indicating knowledge of general industrial/manufacturing operations, maintenance, and repair of mechanical equipment. He described his knowledge of theory and application of large high-pressure boilers equipped with super heaters, heat recovery steam generators, steam turbines and auxiliary systems. He also had experience reading and interpreting piping and instrument diagrams

The 1 WM selected met the minimum qualifications of the position, having experience and knowledge in an industrial setting while in the Navy as an electrician’s mate. He oversaw three gas turbines including taking readings, monitoring equipment, and taking note of any abnormalities. He answered interview questions clearly and concisely, demonstrating the necessary interpersonal skills. He provided detailed answers during the interview indicating some knowledge of general industrial/manufacturing operations, maintenance, and repair of mechanical equipment. He also met one of the preferred qualifications, having some experience to read and interpret piping and instrument diagrams, electrical one-line schematic and logic diagrams.

The 1 WM selected had experience and knowledge in an industrial setting working as a machine operator for General Cable for more than 15 years. He answered interview questions in a calm manner, demonstrating good interpersonal skills. He had knowledge of general

industrial/manufacturing operations, maintenance, and repair of mechanical equipment. Additionally, he correctly answered safety questions such as what PPE and LOTO are and what to do in the event of a spill and dangers of rotating equipment. He also met one of the preferred qualifications, having some experience reading and interpreting piping and instrument diagrams, electrical one-line schematic and logic diagrams.

The 1 WM selected had knowledge and experience in an industrial/manufacturing setting which includes construction in the pool industry. He had experience with plumbing, welding, and electrical. He provided an example of when he needed to follow blueprints and wiring diagrams during construction of decks, pools, and hot tubs. He has a safety background, correctly answering what PPE and LOTO are, and what to do in the event of a spill.

The 1 WM selected had knowledge and experience in maintenance and repair of mechanical equipment in an industrial/manufacturing setting. He provided correct answers when asked how you would control flow through a piping system, he correctly responded with valves. He had a good safety background, correctly answering what PPE and LOTO are, what to do in the event of a spill, and dangers of rotating equipment.

The 1 WM met the minimum qualifications of this position, having experience and knowledge in an industrial setting working as an automotive/diesel mechanic and a tactical aircraft maintainer in the Air Force. He answered interview questions clearly and concisely, demonstrating the interpersonal skills necessary for this position. He provided a good explanation of what the function of a boiler is. When asked how you would control flow through a piping system, he correctly stated valves. When asked to provide a detailed example of when he needed to follow a blueprint or P&ID. He provided a detailed example of following blueprints for aircraft repairs and maintenance whether it was electrical, hydraulic, etc. He had a strong safety background, correctly answering what PPE is, what to do in the event of a spill and the dangers of rotating equipment. Additionally, he met one of the preferred qualifications, having experience reading and interpreting piping and instrument diagrams, electrical on-line, schematic and logic diagrams.

The 1 BM hire met a hiring goal.

| | |
|---------------|------------------------|
| Search Number | 497096 |
| Department | Animal Care |
| Title | Animal Care Technician |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

A high school diploma or possession of a General Educational Development (GED) diploma and one (1) year of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Animal Technician may be substituted for the General Experience.
2. Two (2) years of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals may be substituted for the General Experience.
3. A college degree of two (2) or more years and one-half (1/2) year of animal care experience directly related to the maintenance of health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals may be substituted for the General Experience.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- SNEALAAS
- UConn HR Website
- State of CT DAS Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 497096 | | | | | | | | | | | | |
| Unqualified | 6 | 5 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 14 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 7 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 10 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 7 | 17 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 2 | 31 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not have the necessary one year of hands-on animal husbandry experience.

12 Interviewed applicants: 8 WF, 3 HF, 1 UU

- 2 HF, 1 UU did not have the necessary skills or experience to work with various animal species, which is an important qualification for this position.
- 4 WF did not have the experience with laboratory animals needed for this job.
- 2 WF did not respond to requests to schedule an interview.
- 1 WF was selected with a hire date after the end of this *Plan* year and will be reported in the *2025 Affirmative Action Plan*

The 1 WF selected was experienced in an animal setting and had previously worked in a research setting therefore she was familiar with the practices of lab animals. She articulated her skills in keeping up with macroenvironmental cleanliness and daily lab animal care requirements.

The 1 HF hire met a hiring goal.

| | |
|---------------|------------------------|
| Search Number | 497380 |
| Department | Animal Care |
| Title | Animal Care Technician |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

A high school diploma or possession of a General Educational Development (GED) diploma and one (1) year of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals including care, use, handling, and/or treatment of laboratory animals.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Animal Technician may be substituted for the General Experience.
2. Two (2) years of animal care experience directly related to the maintenance of the health and well-being of laboratory animals including care, use, handling, and/or treatment of laboratory animals may be substituted for the General Experience.
3. A college degree of two (2) or more years and one-half (1/2) years of animal care experience directly related to the maintenance of the health and well-being of laboratory animals including care, use, handling, and/or treatment of laboratory animals may be substituted for the General Experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- JobAps
- Internal Posting (Green Sheet)
- SNEAALAS

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 497380 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 6 |
| Withdrawn | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Interviewed | 2 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 5 | 8 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 3 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 3 WM, 4 WF, 1 HM, 1 HF

- 1 WM, 3 WF, 1 HM did not have the necessary experience working with laboratory animals.
- 1 WM was interested in working for UConn but did not have any working knowledge of animal husbandry.

The 1 WM selected articulated a clear understanding of the job, by asking specific questions related to the daily job aspects and providing detailed examples of how his past work experience fits with the current job. He had worked with a variety of animal species including rabbits, ferrets, chinchillas, iguanas, bearded dragons, multiple avian species, and tortoises, all of which were potential lab/research animals. He also had a Bachelor of Science degree in Animal Science from UConn, showing he has knowledge related to the lab animal science field. He has also taken a Laboratory Animal Science class.

The 1 WF demonstrated a clear understanding of the job and had a background in working with a variety of animals. In her responses to questions the committee asked, she demonstrated her hands-on experience working with many different animals, and how that had prepared her well for this job. She was able to demonstrate her communication and organization skills in her responses to interview questions.

The 1 HF hire met a hiring goal.

| | |
|---------------|-----------------------|
| Search Number | 496621 |
| Department | Animal Science |
| Title | Agricultural Worker 2 |

MINIMUM QUALIFICATIONS

Three (3) years of experience in farm animal science and/or maintenance (dairy, horses, poultry, sheep, pigs, etc.).

PREFERRED QUALIFICATIONS

- Experience with voluntary milking systems.
- Recent, documented experience operating a variety of farm equipment including but not limited to tractors, skid steers, etc.
- Recent, documented experience operating a variety of power tools including but not limited to weed trimmers, pressure washers, and mowers.
- Ability to operate a standard transmission vehicle.
- Recent (within last 7 years), documented, direct interaction with farm animals (cattle, poultry, sheep, pigs).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Animal Science Department social media
- Animal Science Alumni list
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 496621 | | | | | | | | | | | | |
| Unqualified | 7 | 2 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 16 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 4 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 8 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 13 | 5 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 1 | 1 | 27 |

The unqualified applicants did not meet the minimum qualifications needed for this position.

10 Interviewed candidates: 5 WM, 3 WF, 1 TF, 1 UU

- 1 WM, 1 WF, 1 TF did not answer questions completely about basic animal knowledge.
- 1 WM did not handle the animal well during the hands-on portion of the interview which was the same experience in previous interviews for a similar position.
- 1 WM handled the animal with undo roughness and failed to do a safety check.
- 1 WM, 1 WF did not have the necessary experience in, and around large animals based on their interview performance.
- 1 WF did not demonstrate the ability to use farm machinery needed for this position.
- 1 UU was offered the position and declined.

The 1 WM selected had previous experience with voluntary milking systems and the ability to operate a variety of farm equipment and power tools. He had experience with farm animals and supervisory experience.

Category 7B: Protect Services - Police

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Police | 2 | 0 | 0 | 1 | 3 | 1 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|------------------------|----------|----|----------|-------------------------------|-----------|
| 7B-Protect Srvc Police | Y | WM | 496888 | Bldgs&GrndPatrIOfcr | 2 |
| | Y | BF | 497123 | ProtSrvTrainee(Police)(Uncls) | 1 |
| | Y | HM | 496887 | UConn Dispatcher Trainee | 1 |
| | Y | HM | 496888 | Bldgs&GrndPatrIOfcr | 2 |
| | Y | HF | 496887 | UConn Dispatcher Trainee | 1 |
| | N | WM | 496886 | Bldgs&GrndPatrIOfcr | 1 |
| | N | WM | 496887 | UConn Dispatcher Trainee | 1 |
| | N | WM | 496888 | Bldgs&GrndPatrIOfcr | 2 |
| | N | WM | 497123 | ProtSrvTrainee(Police)(Uncls) | 1 |
| | N | WF | 496887 | UConn Dispatcher Trainee | 2 |
| | N | WF | 496888 | Bldgs&GrndPatrIOfcr | 1 |
| | N | WF | 497123 | ProtSrvTrainee(Police)(Uncls) | 2 |
| | N | BM | 496888 | Bldgs&GrndPatrIOfcr | 3 |
| | N | HM | 496886 | Bldgs&GrndPatrIOfcr | 2 |
| | N | AM | 497123 | ProtSrvTrainee(Police)(Uncls) | 1 |
| | N | TF | 496888 | Bldgs&GrndPatrIOfcr | 1 |

| | |
|---------------|-----------------------------------|
| Search Number | 496888 |
| Department | Security Services |
| Title | Buildings & Ground Patrol Officer |

Minimum Qualifications:

Any experience or training which provides the following skills and abilities:

- interpersonal skills.
- basic oral and written communication skills.
- ability to think and act quickly in an emergency with judgment and discretion.

Preferred Qualifications:

- Security experience
- Military experience
- Prior hospital security experience

- Basic computer skills
- Thirty credit hours towards a degree in Criminal Justice

Special Requirements

- Incumbents may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certifications.
- Incumbents may be required to possess and retain a valid Motor Vehicle Operator's license.
- Incumbents will be required to complete training and/or certification program(s) which will allow them to utilize physical skills, including handcuffs, spray, or a baton in response to certain incidents.

Application Instructions:

This posting is for anticipated openings. Applications will be reviewed, and applicants contacted as positions become available. Applicants must provide a **resume** and should consider providing **references and a cover letter** that includes why you want to become a UConn Buildings and Grounds Patrol Officer at the University of Connecticut; your expectations of the job and what skillsets you can bring to the position. Candidates will be selected for interview based on a review of their application materials and preferred qualifications. Incomplete applications will not be considered. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check, physical examination, and a psychological evaluation.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- PoliceApp

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7B-Protect Srvc Police | | | | | | | | | | | | |
| 496888 | | | | | | | | | | | | |
| Withdrawn | 7 | 1 | 1 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 13 |
| Interviewed | 4 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Rescind Offer | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 4 | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 11 |
| Grand Total | 16 | 3 | 6 | 2 | 3 | 2 | 1 | 0 | 0 | 1 | 1 | 35 |

22 Interviewed applicants: 9 WM, 2 WF, 5 BM, 1 BF, 3 HM, 1 TF, 1 UU

- 1 WM, 1 BM, 1 BF did not have prior hospital security experience.
- 2 WM, 1 WF, 1 HM did not show up for the interview.
- 1 WM was admitted to the hospital and was unable to show up for the interview.
- 1 WM, 1 BM, 1 UU were offered positions, but the offers had to be rescinded by Human Resources

The 2 WM, 2 HM hires met hiring goals.

The 1 WM selected answered all the interview questions thoroughly. He had follow-up questions about this position. He had experience in hospital security in a similar environment.

The 1 WM selected had experience in UConn Health's security system. He gave detailed and concise answers to questions. He explained how he was able to work with a team and he had the necessary communication skills based on his responses to interview questions.

The 1 WF selected described her ability to work with a team and independently. She was well prepared for the interview and organized in her responses to interview questions. She was familiar with law enforcement and had familiarity with hospital security. She understood the importance of de-escalation.

The 1 BM selected had more than fifteen years of experience in security and in the military. He was customer service minded and his responses to interview questions were professional. He spoke about his ability to work in a team environment in his responses to interview questions.

The 1 BM selected gave complete responses to the interview questions. He described his ability to work with a team and was well prepared for the interview. His responses to interview questions showed that he had the necessary problem-solving skills.

The 1 BM selected had the necessary communication skills needed for this position. He also described his ability to solve problems in his responses to interview questions. He was prepared and organized in his interview responses. Additionally, he explained how he was able to work with a team in his responses to interview questions.

The 1 TF selected gave responses to interview questions which showed that she understood the importance of community. She had follow-up questions and the necessary communication skills for this position. She also had customer service experience which would help her in working with the community.

| | |
|---------------|--------------------------------------|
| Search Number | 497123 |
| Department | Police Department |
| Title | Protective Services Trainee (Police) |

All applicants must meet State of Connecticut Police Officer Standards & Training Council Standards found here: <https://portal.ct.gov/POST> in order to be employed as a police officer in the State of Connecticut.

MINIMUM QUALIFICATIONS:

In order to be considered for employment as a P.O.S.T. Certified Police Officer with the UConn Police Department, applicants must:

- Currently be a Certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.
- Possess and maintain a valid Motor Vehicle operator's license.
- Possess excellent written communication skills.
- Possess excellent interpersonal communication skills.
- Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.

PREFERRED QUALIFICATIONS:

- Earned Associates degree or minimum of sixty credits in any field of study from an accredited college/university.
- Volunteer work in the community. Please reference specific details in application materials.
- United States Military Service.
- Prior law enforcement service.

Applicants interested in trainee positions can visit <https://www.policeapp.com/> to learn about CPCA exam dates.

APPOINTMENT TERMS:

These are full-time, permanent positions on various shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits. Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background and Pre-Employment physical and meeting all other POSTC Requirements and Standards.

TO APPLY:

Qualified applicants must apply online using <https://www.policeapp.com/>. Applicants should consider providing a resume, references, and a cover letter that includes why you want to become a Police Officer at the University of Connecticut; your expectations of the job and what skillsets you can bring to the Police Department. Application review will occur on a rolling basis. Candidates will be selected for interview based on a review of their application materials and exam score. Preference will be given to candidates who meet one or more of the preferred qualifications.

To apply for the Certified Police Officer, visit <https://www.policeapp.com/Certified-UConn-CT-Police-Officer-Jobs/4238/>.

Only online applications submitted through this link will be considered.

Recruitment activities included:

- Conn Careers Website
- Listserv HERC
- Inside Higher Ed
- PoliceApp
- POST Recruitment Efforts
- Social media - Divisional page and Facility Dogs
- Direct Correspondence through recruitment interest link
- UConn Police Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|-------------|
| 7B-Protect Srvc Police | | | | | | | | | | | | |
| 497123 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Withdrawn | 8 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |
| Interviewed | 27 | 2 | 1 | 0 | 9 | 2 | 4 | 0 | 1 | 1 | 4 | 51 |
| Rescind Offer | 8 | 2 | 3 | 0 | 5 | 1 | 1 | 0 | 0 | 0 | 1 | 21 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Grand Total | 48 | 8 | 9 | 1 | 18 | 3 | 6 | 0 | 2 | 1 | 6 | 102 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Qualified candidates: 2 WM, 1 BM, 1 TM

- 2 WM, 1 BM and 1 TM's score on their agility exam was not at the level necessary to qualify for this position.

78 Interview applicants: 36 WM, 7 WF, 4 BM, 1 BF, 14 HM, 3 HF, 6 AM, 1 TM, 1 TF, 5 UU

- 12 WM, 7 HM, 3 AM, 3 UU was unable to concisely articulate answers asked by the committee about public safety and did not have the necessary communication skills.
- 9 WM, 1 WF, 1 BM, 1 HM, 2 HF, 1 AM, 1 TM, 1 TF, 1 UU did not show up for their interview
- 1 HM was on administrative leave due to an incident at work

- 5 WM had technical difficulties during virtual interview and was unable to sign in – they did not attempt to connect again.
- 1 WM were hired as Protective Services Trainees (Police) and are explained in the Police job category.
- 8 WM, 2 WF, 3 BM, 5 HM, 1 HF, 1 AM, 1 UU were offered but their offers had to be rescinded by Human Resources.
- 1 WF was offered the position and declined.
- 1 WF was selected with a hire date after the end of this *Plan* year and will be reported in the *2025 Affirmative Action Plan*

The 1 WM selected demonstrated the ability to work in a team environment. He was a certified officer and displayed the communication skills necessary for this position in his responses to interview questions.

The 1 WF selected had experience as a corrections officer, with hospital security, with the military and with armed security companies. She had knowledge of the campus and the police department. She described her ability to work in a team setting.

The 1 WF selected had the necessary interpersonal skills for the position based on her interactions during the interview. She described her ability to work with a team. She was able to articulate how she would work well in a team environment as well as on her own.

The 1 AM selected had experience working collaboratively and building relationships with a wide range of stakeholders as well as experience with diversity in staffing and training. He demonstrated the ability to develop goals for the department with clear standards. He had knowledge of policies and procedures as well as university experience.

The 1 BF hire met a hiring goal.

| | |
|---------------|----------------------------|
| Search Number | 496887 |
| Department | Pub Safety Emergency Comms |
| Title | UConn Dispatcher Trainee |

Minimum Qualifications

- Interpersonal skills.
- Basic oral and written communication skills.
- Ability to think and act quickly in an emergency with judgment and discretion.

Preferred Qualifications

- Excellent interpersonal and communication skills including the ability to listen and communicate calmly, effectively, and courteously in emergency and non-emergency situations.
- Telecommunicator certification from DSET (Division of Statewide Emergency Telecommunication).
- Certification in National Crime Information Center (NCIC) and Connecticut Online Law Enforcement Communications Teleprocessing (COLLECT) systems as well as Emergency Medical Dispatch (EMD).
- Basic reading comprehension skills that demonstrate the ability to problem solve and make sound decisions.
- Ability to speak proper English and enunciate clearly.
- Ability to determine priorities among multiple issues.
- Excellent computer skills.
- Good typing skills that demonstrate speed and accuracy.
- Knowledge of terminology, coding, symbols, and standard abbreviations used in radio communication.
- Knowledge of and ability to interpret and apply state and federal laws, statutes, regulations, and procedural guidelines relating to emergency services.
- ability to analyze problems and take appropriate actions.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7B-Protect Srvs Police | | | | | | | | | | | | |
| 496887 | | | | | | | | | | | | |
| Qualified | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 5 | 5 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 12 |
| Interviewed | 7 | 6 | 1 | 1 | 2 | 2 | 1 | 0 | 0 | 0 | 2 | 22 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Grand Total | 14 | 14 | 1 | 1 | 5 | 4 | 1 | 0 | 0 | 0 | 3 | 43 |

3 Qualified applicants: 1 WF, 1 HM, 1 UU

- 1 WF, 1 HM, 1 UU did not indicate knowledge of interpreting and applying state and federal laws, statues, regulations, and procedural guidelines relating to emergency services in their application materials.

28 Interviewed applicants: 9 WM, 8 WF, 1 BM, 1 BF, 3 HM, 3 HF, 1 AM, 2 UU

- 2 WM, 3 WF, 1 BM, 2 HM, 2 HF, 1 UU did not demonstrate the public safety experience needed for this position based on responses to interview questions.
- 1 WM, 3 WF did not demonstrate the necessary organizational skills needed for this position in their responses to interview questions.
- 1 WF, 1 AM had a previous criminal arrest and did not pass the criminal background check.
- 3 WM, 1 BF did not respond to requests for interview.
- 1 UU wanted to work in public safety but had more of an interest in becoming a firefighter.
- 1 WM wanted to become a paramedic and was not interested in this position.
- 1 WM was offered the position and declined.

The 1 WM selected had knowledge of the campus. His responses to questions were detailed with several examples of how he has handled similar experiences. He was knowledgeable in the state and federal laws as well as guidelines relating to emergency services.

The 1 WF selected had the necessary communication skills. She worked in public safety as an EMT in the field and answered questions accurately that were asked of her in the interview. From her experience in the field, she was able to explain what information units would need from the dispatcher.

The 1 WF selected was articulate and organized. She had previous experience in a similar position and was knowledgeable about state and federal laws, statutes, regulations, and procedural guidelines relating to emergency services.

The 1 HM, 1 HF hires met hiring goals.

| | |
|---------------|-----------------------------------|
| Search Number | 496886 |
| Department | Security Services |
| Title | Buildings & Ground Patrol Officer |

Minimum Qualifications

- Any experience of training which provides the following skills and abilities: interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

Preferred Qualifications

- Security experience
- Military experience
- Basic computer skills
- Thirty credit hours towards a degree in Criminal Justice

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7B-Protect Srvc Police | | | | | | | | | | | | |
| 496886 | | | | | | | | | | | | |
| Withdrawn | 1 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 1 | 0 | 2 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 7 |
| Rescind Offer | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Grand Total | 4 | 1 | 6 | 3 | 6 | 0 | 1 | 0 | 0 | 0 | 1 | 22 |

12 Interviewed Applicants: 2 WM, 2 BM, 2 BF, 4 HM, 1 AM, 1 UU

- 1 BF did not have the necessary public safety experience.
- 1 BF, 1 AM, 1 UU did not show up for the scheduled interview.
- 1 WM, 2 BM declined the offer of employment.
- 2 HM were offered but their offers had to be rescinded by Human Resources

The 1 WM selected accurately explained how to de-escalate a situation in his responses to interview questions. He had security experience as well as experience working in a team environment. He had the basic computer skills necessary for this position and was familiar with the Stamford area.

The 1 HM selected demonstrated the necessary interpersonal skills, the ability to make decisions in an emergency, use sound judgement, and discretion for the position in his responses to interview questions. He also had experience in security.

The 1 HM selected had a degree in Criminal Justice and displayed the necessary communication skills for this position in the interview. He was articulate and explained how he was able to work with the necessary technology daily.

Category 7B: Protect Services - Police Officer

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Police Officer | 0 | 0 | 19 | 0 | 0 | 0 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|--------------------------------|----------|----|----------|----------------------|-----------|
| 7B-Protect Srvc Police Officer | N | WM | 497123 | Police Officer (Unc) | 1 |

| | |
|---------------|----------------------|
| Search Number | 497123 |
| Department | Police Department |
| Title | Police Officer (Unc) |

University of Connecticut
Police Department
Statewide Locations
Police Officer, Trainee & Certified
University of Connecticut, Police Department
Statewide Locations

To apply for the Police Officer Trainee, visit <https://www.policeapp.com/Entry-Level-UConn-CT-Police-Officer-Jobs/4237/>.

To apply for the Certified Police Officer, visit <https://www.policeapp.com/Certified-UConn-CT-Police-Officer-Jobs/4238/>.

Only online applications submitted through this link will be considered.

All applicants must meet State of Connecticut Police Officer Standards & Training Council Standards found here: <https://portal.ct.gov/POST> in order to be employed as a police officer in the State of Connecticut.

MINIMUM QUALIFICATIONS:

In order to be considered for employment as a P.O.S.T. Certified Police Officer with the UConn Police Department, applicants must:

Currently be a Certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.

Possess and maintain a valid Motor Vehicle operator's license.

Possess excellent written communication skills.

Possess excellent interpersonal communication skills.

Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.

PREFERRED QUALIFICATIONS:

Earned Associates degree or minimum of sixty credits in any field of study from an accredited college/university.

Volunteer work in the community. Please reference specific details in application materials.

United States Military Service.

Prior law enforcement service.

Applicants interested in trainee positions can visit <https://www.policeapp.com/> to learn about CPCA exam dates.

APPOINTMENT TERMS:

These are full-time, permanent positions on various shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits.

Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background and Pre-Employment physical and meeting all other POSTC Requirements and Standards.

TO APPLY:

Qualified applicants must apply online using <https://www.policeapp.com/>. Applicants should consider providing a resume, references, and a cover letter that includes why you want to become a Police Officer at the University of Connecticut; your expectations of the job and what skillsets you can bring to the Police Department. Application review will occur on a rolling basis. Candidates will be selected for interview based on a review of their application materials and exam score. Preference will be given to candidates who meet one or more of the preferred qualifications.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- PoliceApp
- POST Recruitment Efforts
- Social media - Divisional page and Facility Dogs
- Direct Correspondence through recruitment interest link
- UConn Police Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------------|-----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|-------------|
| 7B-Protect Srvc Police Officer | | | | | | | | | | | | |
| 497123 | | | | | | | | | | | | |
| Unqualified | 2 | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Withdrawn | 8 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |
| Interviewed | 27 | 4 | 1 | 1 | 9 | 2 | 5 | 0 | 1 | 1 | 4 | 55 |
| Rescind Offer | 8 | 2 | 3 | 0 | 5 | 1 | 1 | 0 | 0 | 0 | 1 | 21 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 48 | 8 | 9 | 1 | 18 | 3 | 6 | 0 | 2 | 1 | 6 | 102 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

4 Qualified candidates: 2 WM, 1 BM, 1 TM

- 2 WM, 1 BM and 1 TM's score on their agility exam was not at the level necessary to qualify for this position.

78 Interview applicants: 36 WM, 7 WF, 4 BM, 1 BF, 14 HM, 3 HF, 6 AM, 1 TM, 1 TF, 5 UU

- 12 WM, 7 HM, 3 AM, 3 UU was unable to concisely articulate answers asked by the committee about public safety and did not have the necessary communication skills.
- 9 WM, 1 WF, 1 BM, 1 HM, 2 HF, 1 AM, 1 TM, 1 TF, 1 UU did not show up for their interview
- 1 HM was on administrative leave due to an incident at work
- 5 WM had technical difficulties during virtual interview, were unable to sign in, and they did not attempt to connect again.
- 1 WM, 2 WF, 1 BF, 1 AM were hired as Protective Services (Police) and are explained in the Police job category below.
- 8 WM, 2 WF, 3 BM, 5 HM, 1 HF, 1 AM, 1 UU were offered but their offers had to be rescinded by Human Resources.
- 1 WF was offered the position and declined.
- 1 WF was selected with a hire date after the end of this *Plan* year and will be reported in the 2025 *Affirmative Action Plan*.

The 1 WM selected was a certified officer. He was able to express his ideas clearly and was well organized. He provided clear and accurate responses to the interview questions and was able to explain to the search committee how he would solve potential problems. He exhibited the necessary communication skills to work with a diverse community in his interactions during the interview. He described his ability to work as a team and independently.

Category 7B: Protect Services - Fire

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Fire | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 7B: Protect Services - Firefighter

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Firefighter | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 4: Secretarial/Clerical – All Titles (Hartford)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 4-Hartford Clerical | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |

| New Hires | Goal Met | RG | Search # | Title | No. Hired |
|-----------------------------|----------|----|----------|------------|-----------|
| 4-Clerical Remaining (HTFD) | N | BF | 497173 | Secretary1 | 1 |

| | |
|---------------|--------------------------------|
| Search Number | 497173 |
| Department | Social Work Instruct and Rsrch |
| Title | Secretary 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 4-Clerical Remaining | | | | | | | | | | | | |
| 497173 | | | | | | | | | | | | |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 BF was selected without a full search. This employee resigned in October of 2022. The position had not yet been filled. The candidate had inquired if she could return to employment with the Office of Organizational and Skill Development (OSD) at the UConn School of Social Work at the CT Department of Social Services. The candidate had left OSD in good standing. The hire was approved by DAS and collective bargaining.

Category 6: Qualified Craft Worker – All Titles (Hartford)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 6-Hartford Qualified Craft | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 7: Maintenance/Service – All Titles (Hartford)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 7-Hartford Service Maint | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |

No hiring activity occurred in this job category.

Category 4: Secretarial/Clerical – All Titles (Avery Point)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 4-Avery Point Clerical | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 5: Technical/Paraprofessional – All Titles (Avery Point)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------------|----|----|----|----|----|----|----|----|
| 5-Avery Point Paraprofessional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this job category.

Category 6: Qualified Craft Worker – All Titles (Avery Point)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 6-Avery Point Qualified Craft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 7: Maintenance/Service – Remaining Titles (Avery Point)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 7-Avery Point Service Maint | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 |

No hiring activity occurred in this job category.

Category 4: Secretarial/Clerical – All Titles (Stamford)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 4-Stamford Clerical | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 7: Maintenance/Service – All Titles (Stamford)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 7-Stamford Service Maint | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

No hiring activity occurred in this job category.

Category 4: Secretarial/Clerical – All Titles (Waterbury)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 4-Waterbury Clerical | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this category.

Category 5: Technical Paraprofessional – All Titles (Waterbury)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 5-Waterbury Paraprofessional | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this job category.

Category 7: Maintenance/Service – All Titles (Waterbury)

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------------|----|----|----|----|----|----|----|----|
| 7-Waterbury Service Maint | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

No hiring activity occurred in this job category.

Category 1: Executive/Managerial

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 1-Exec Management | 0 | 5 | 0 | 0 | 1 | 1 | 0 | 1 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-------------------|----------|----|----------|------------------------------|-------------------------------|-----------|
| 1-Exec Management | Y | WF | 496973 | Professor | Assoc Vice President | 1 |
| | Y | WF | 497210 | U Staff Professional 3 | Assoc Vice President | 1 |
| | Y | WF | 497235 | Professor | Vice Provost | 1 |
| | Y | WF | 497510 | University Director | Assoc Vice President | 1 |
| | Y | WF | 497826 | Sen Ed Program Administrator | Executive Director | 1 |
| | Y | AF | 496061 | Professor | Campus Dean & Chief Admin Ofr | 1 |
| | N | WM | 497358 | Distinguished Professor | Vice President | 1 |
| | N | WM | 497822 | U Staff Professional 3 | Assoc Vice President | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 496973 | | | | | | | | | | | | |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 4 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 1 | 12 |

This promotion met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 497210 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This promotion met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 497235 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This promotion met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 497510 | | | | | | | | | | | | |
| Unqualified | 5 | 2 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 11 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 4 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 4 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 2 | 17 |

This promotion met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 497826 | | | | | | | | | | | | |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This promotion met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 496061 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 2 | 1 | 1 | 0 | 0 | 23 | 28 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 13 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 0 | 0 | 1 | 0 | 2 | 1 | 2 | 0 | 0 | 41 | 49 |

This promotion met a promotional goal.

| | |
|---------------|-----------------------------|
| Search Number | 497358 |
| Department | Vice President for Research |
| Title | Vice President |

This search was open to current UConn and UConn Health employees only.

MINIMUM QUALIFICATIONS

- Tenured Full Professor at the University of Connecticut/UConn Health.
- Experience leading and managing research programs/initiatives.

PREFERRED QUALIFICATIONS

- Experience leading a university unit (department, center/institute, college/school, large academic or research program/initiative, etc.).
- Experience securing external funding for research, scholarship, commercialization, or entrepreneurial efforts.

Recruitment activities included:

- Internal Recruitment – Limited to UConn/UConn Health
- HR Website
- Internal Listservs
- Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 497358 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 1 WM, 1 WF, 1 HM, 1 AM

- 1 WF did not articulate specific goals or steps forward regarding the advancement of this position about securing funding for research, scholarship, commercialization, or entrepreneurial efforts.
- 1 HM, 1 AM did not have the necessary experience leading a university unit and did not provide evidence of their experience in entrepreneurial efforts as demonstrated through responses to interview questions.

The 1 WM selected demonstrated an understanding of the problems as well as viable solutions for this position. He also articulated a set of goals and proposed steps to achieve those goals. Through his responses to interview questions, he described an understanding of opportunities which aligned with leaning into the public education mission of the university as well as the scholarly endeavors that fall within the office.

| | |
|---------------|------------------------------|
| Search Number | 497822 |
| Department | Audit and Mgmt Advisory Svcs |
| Title | Associate Vice President |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-Exec Management | | | | | | | | | | | | |
| 497822 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WM selected was promoted without a full search. He had the required experience in audit and management advisory services as he has served as the Interim Associate Vice President of the Office of Audit and Management Advisory Services for a year and a half. He gained experience through working in the fields of Connecticut state administration, healthcare, and higher education. He held certifications as a fraud examiner, internal auditor, healthcare research compliance expert, and had worked in the field for over twenty years in progressively responsible positions. His previous experience managing diverse and complex internal audit functions and his collaborative approach have proven invaluable in engaging with all parts of the organization. He demonstrated the ability to lead the office as well as establish professional relationships with colleagues. His presentations to the Joint Audit and Compliance Committee (JACC) and other Board of Trustees (BOT) committees exemplified his comprehensive understanding of intricate University and healthcare operations, accounting principles, and auditing standards, along with federal and state regulatory requirements.

Category 1: Executive/Managerial – University Director

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------|----|----|----|----|----|----|----|----|
| 1-U Director | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------|----------|----|----------|------------------------------|---------------------|-----------|
| 1-U Director | Y | WF | 497241 | Student Services Prog Mngr 3 | University Director | 1 |
| | Y | WF | Reclass | Asst Director | University Director | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 1-U Director | | | | | | | | | | | | |
| 497241 | | | | | | | | | | | | |
| Unqualified | 1 | 6 | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 15 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 8 | 2 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 3 | 20 |

This promotion met a promotional goal.

Reclass:

The 1 WF’s promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

This promotion met a promotional goal.

Category 2: Faculty – Professor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 2-Professor | 0 | 5 | 3 | 3 | 5 | 2 | 7 | 1 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------|----------|----|----------|--------------------|-----------------------------|-----------|
| 2-Professor | Y | WF | PTR | Assoc Professor | Assoc Dean & Professor | 1 |
| | Y | WF | PTR | Assoc Professor | Professor | 3 |
| | Y | WF | PTR | Assoc Professor | Professor & Director | 1 |
| | Y | HM | PTR | Assoc Professor | Department Head & Professor | 1 |
| | Y | HF | PTR | Assoc Professor | Professor | 1 |
| | Y | AM | PTR | Assoc Professor | Department Head & Professor | 1 |
| | Y | AM | PTR | Assoc Professor | Professor | 5 |
| | Y | AF | PTR | Assoc Professor | Professor | 1 |
| | N | WM | PTR | Assoc Professor | Professor | 6 |
| | N | WF | PTR | Assoc Professor | Department Head & Professor | 1 |
| | N | WF | PTR | Assoc Professor | Professor | 1 |
| | N | AF | PTR | Assoc Professor | Professor | 1 |

6 WM, 7 WF, 1 HM, 1 HF, 6 AM, 2 AF filed applications for promotion from Associate Professor to Professor. All candidates listed above were considered and promoted under the University’s Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

The promotion of 5 WF, 1 HM, 1 HF, 6 AM, 1 AF met promotional goals.

Category 2: Associate Professor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 2-Associate Professor | 0 | 13 | 1 | 1 | 0 | 1 | 0 | 2 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-----------------------|----------|----|----------|--------------------|-------------------|-----------|
| 2-Associate Professor | Y | WF | PTR | Asst Professor | Assoc Professor | 11 |
| | Y | AF | PTR | Asst Professor | Assoc Professor | 2 |
| | N | WM | PTR | Asst Professor | Assoc Professor | 6 |
| | N | AM | PTR | Asst Professor | Assoc Professor | 7 |
| | N | AF | PTR | Asst Professor | Assoc Professor | 1 |

6 WM, 11 WF, 7 AM, 3 AF's filed applications for promotion from Associate Professor to Professor. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

The promotion of 11 WF, 2 AF met promotional goals.

Category 2: Assistant Professor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 2-Assistant Professor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 2: Faculty – Extension & Instructor

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 2-Extension & Instructor | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------------|----------|----|----------|-------------------------------|----------------------|-----------|
| 2-Extension & Instructor | N | WF | 496742 | Educational Program Manager 1 | Extension Instructor | 1 |
| | N | WF | 497343 | Ed Program Coordinator | Asst Coop Ext Edu | 1 |

| | |
|---------------|--|
| Search Number | 496742 |
| Department | Sea Grant College Program |
| Title | Associate Cooperative Extension Educator |

MINIMUM QUALIFICATIONS

- A Master's degree from an accredited college or university in planning, environmental education, water resources, marine sciences, natural resource management, conservation, or a related field.
- At least three years of experience conducting programming related to the environment, science and/or natural resources, especially watersheds or water resources.
- Demonstrated strong interpersonal and communication skills that contribute to positive and productive workplace relationships, effective leadership, and sustained partnerships.
- Evidence of the ability to build effective relationships with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity.
- Valid driver’s license to utilize University fleet vehicles for work-related travel needs.

PREFERRED QUALIFICATIONS

- Ph.D. from an accredited college or university in planning, water resources, marine sciences, natural resource management, conservation, or a related field.
- Knowledge of ecology, history, and resource management issues related to Connecticut or the Northeast USA.
- Experience developing outreach programs targeting planners, governmental officials, or other coastal managers.
- Demonstrated success in developing, delivering, and evaluating programs for diverse audiences.
- Demonstrated experience developing effective partnerships or coalitions with community partners and local governments.

- Demonstrated skills in organization and facilitation of meetings and events.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- HR Job Website
- Indeed
- OVPR Recruitment Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 496742 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 9 |

The Unqualified applicants did not meet the minimum criteria of the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not have three years of experience conducting programming related to the environment, science and/or natural resources, especially watersheds or water resources.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WM, 1 WF did not have the required level of direct experience in ecology, history, and resource management.

The 1 WF selected had the required level of direct experience in ecology, history, and resource management for this role. She had experience developing outreach programs targeting planners, governmental officials, or other coastal managers. She also described her experience developing effective partnerships or coalitions with community partners and local governments.

| | |
|---------------|--|
| Search Number | 497343 |
| Department | Department of Extension |
| Title | Assistant Cooperative Extension Educator |

MINIMUM QUALIFICATIONS

- Earned Master’s and Bachelor’s degrees in nonformal or formal education, including agricultural and extension education; food, agricultural, environmental, or health-related sciences; youth development; or associated fields.
- For consideration at the Associate position level, candidates must also have at least five years of experience as an Assistant Extension Educator or the academic equivalent and provide evidence of appropriate outreach and applied research.
- Academic coursework, professional development, or prior employment related to educational program coordination and facilitation, including planning and organization, delivery, and evaluation.
- Knowledge of teaching methods and processes appropriate for youth and adult audiences.
- Demonstrated ability to work cohesively with diverse audiences including youth, adults, and volunteers.
- Developing partnerships with other professionals and organizations to accomplish team goals.
- Proven communication skills, including writing and presentation skills.
- Computer literacy, including working knowledge of Microsoft Office Suite.
- Must be willing and able to work occasional evening and weekend hours.
- Must have reliable transportation and a valid driver’s license.
- Physical requirements: Must possess adequate physical strength, stamina, agility, and fitness to perform the required duties.

PREFERRED QUALIFICATIONS

- At least three years of experience working with K-12 youth in the areas of education, food, agriculture, environment, or health.
- At least three years of experience in managing or working with volunteers.
- Experience with integrated extension programs and the land-grant university system.
- Demonstrated experience evaluating STEM programming and disseminating related scholarship through appropriate outlets, such as conferences and journals.
- Demonstrated experience with enhancing diversity and inclusion in educational program development and implementation.
- Experience publishing peer-reviewed scholarships, extension reports, or articles in electronic media that communicate program impacts and results.
- Experience in grantsmanship, particularly obtaining progressively larger grants and/or leading medium to large multi-disciplinary, multi-functional grant-funded projects.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 2-Extension & Instructor | | | | | | | | | | | | |
| 497343 | | | | | | | | | | | | |
| Unqualified | 7 | 6 | 0 | 2 | 0 | 1 | 2 | 2 | 0 | 0 | 3 | 23 |
| Withdrawn | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 2 | 7 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 12 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 17 | 0 | 2 | 0 | 1 | 3 | 2 | 0 | 1 | 5 | 42 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

13 Interviewed applicants: 2 WM, 8 WF, 1 AM, 1 TF, 1 UU

- 2 WM, 3 WF, 1 TF did not have the necessary level of experience in grantsmanship, particularly obtaining progressively larger grants or leading medium to large multi-disciplinary, multi-functional grant-funded projects.
- 1 WF, 1 AM, 1 AF, 1 UU did not have experience working with K-12 youth in the areas of education, food, agriculture, environment, or health.
- 2 WF were still in the process of interviewing as this search was for three positions and has one more open position to fill.
- 1 WF was selected and reported in the Hiring Goals Analysis of this Affirmative Action Plan under the same search number.

The 1 WF selected had been identified to fill the 4-H position in Windham County based on her Masters in agricultural education. She had twenty-five years of experience with food and agricultural literacy as an agriscience teacher for grades 9-12. She had education and community-based partnerships in the northeast region of CT. She also had experience working with volunteers in parent teacher organizations and advisory committees as well as her own 4-H experiences in livestock programming.

Category 3: Nonteaching Professional – Academic Assistant

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 3-Academic Asst | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Administrative Programs & Services

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 3-Admin Programs & Services | 0 | 0 | 1 | 5 | 1 | 3 | 0 | 2 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|---------------------------|----------|----|----------|--------------------------------|------------------------------|-----------|
| 3-Admin Programs/Services | Y | BF | 496577 | Student Services Prog Assist 1 | Admin Program Support 2 | 1 |
| | Y | HM | 497559 | Financial Assistant 2 | Admin Program Support 2 | 1 |
| | Y | HF | Reclass | Secretary1 | Admin Program Support 1 | 1 |
| | N | WM | 497637 | Dining Services Manager 1 | Admin Program Manager 1 | 1 |
| | N | WF | 496919 | Ed Program Assistant 1 | Admin Program Support 2 | 1 |
| | N | WF | 496980 | Finance Manager 2 | Admin Program Manager 3 | 1 |
| | N | WF | 497190 | Publicity/Marketing Coord | Senior Admin Program Support | 1 |
| | N | WF | 497283 | Financial Assistant 2 | Admin Program Support 4 | 1 |
| | N | WF | 497689 | Ed Program Assistant 2 | Admin Program Support 4 | 1 |
| | N | WF | 497791 | U Ed Asst 2 | Admin Program Support 3 | 1 |
| | N | WF | Reclass | Admissions Officer 2 | Admin Program Support 4 | 1 |
| | N | WF | Reclass | Business Ops Specialist 1 | Admin Program Support 3 | 1 |
| | N | WF | Reclass | Financial Assistant 2 | Admin Program Support 4 | 1 |
| | N | WF | Reclass | Training & Development Coord | Senior Admin Program Support | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496577 | | | | | | | | | | | | |
| Unqualified | 0 | 5 | 0 | 2 | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 11 |
| Qualified | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 8 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Withdrawn | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 14 | 0 | 5 | 0 | 2 | 1 | 2 | 0 | 0 | 4 | 29 |

This promotion met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497559 | | | | | | | | | | | | |
| Unqualified | 1 | 4 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 11 |
| Qualified | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Withdrawn | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 6 | 1 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 3 | 18 |

This promotion met a promotional goal.

Reclass:

The 4 WF and 1 HF candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The promotion of the 1 HF met a promotional goal.

| | |
|---------------|----------------------------------|
| Search Number | 497637 |
| Department | Dining Services |
| Title | Administrative Program Manager 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and five to six years of related experience demonstrating knowledge of budgeting principles, accounting and payroll practices and analytical skills with the ability to think critically and problem solve as needed. Two years of experience must be serving as an advanced/senior team member or working as a project lead. An equivalent combination of education and experience may be considered.
- Excellent written communication skills.
- Demonstrated knowledge of Microsoft Office Suite.
- Articulated commitment to, demonstrated understanding of and/or experience working with diverse populations.

PREFERRED QUALIFICATIONS

- Experience with ADP, UKG/Kronos, or other time and labor systems.
- Demonstrated strong interpersonal skills necessary for effective work relationships.
- Demonstrated outstanding organizational ability with great attention to detail.
- Demonstrated ability to communicate information effectively.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- National Association of College and University Food Services (NACUFS)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| <i>497637</i> | | | | | | | | | | | | |
| Unqualified | 4 | 2 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 11 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 7 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 7 | 0 | 0 | 0 | 3 | 0 | 2 | 0 | 0 | 3 | 20 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

8 Interviewed applicants: 1 WM, 4 WF, 1 HF, 1 AF, 1 UU

- 4 WF did not have the necessary level of supervisory experience for this position.
- 1 HF did not have hands-on payroll experience and was not able to articulate how her previous experience would translate to this position in her responses to interview questions.
- 1 AF did have the required level of experience in payroll as their payroll experience only entailed entering NP-5 timecards and she did not have any supervisory experience.
- 1 UU did have the required level of experience in payroll as their payroll experience was comprised of only inputting timecards into the payroll system.
- did not have the required level of experience in payroll as seen through their responses to interview questions.

The 1 WM selected had the necessary level of experience as he had worked for UConn Dining Services for several years. He had experience processing payroll for full-time and student staff. He had experience in up-keeping financial records as he oversaw the only food truck on campus run by Dining Services.

| | |
|---------------|----------------------------------|
| Search Number | 496919 |
| Department | CAHNR Acad Prog |
| Title | Administrative Program Support 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree or an equivalent combination of training and experience.
- Two (2) years of related experience.
- Proficiency in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word.
- Experience with principles and practices of budget development and monitoring.
- Excellent interpersonal skills, including demonstrated ability to work collaboratively with individuals of diverse cultural, social, and educational backgrounds.
- Demonstrated experience providing organizational support in a team environment.
- Clear, positive, and professional written, verbal, and non-verbal communication skills.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Minimum of four to five years of administrative support experience.
- Ability to interpret complex records, assemble and organize data from a variety of sources and prepare related reports.
- Experience working with UConn administrative processes including KFS (Kuali Financial Systems), HuskyBuy, Concur, and/or similar administrative systems.
- Demonstrated ability to work effectively with social media and websites.
- Knowledge of CAHNR or related programs.
- Experience with university-level student services such as Student Administration, Financial Aid, Admissions, or similar academic programs, and procedures.
- Experience successfully managing a complex academic (or similar) portfolio, utilizing skills that would be transferable to primary management of the CAHNR scholarship program as described above.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed
- Personal Contacts
- CAHNR Digest
- UConn Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496919 | | | | | | | | | | | | |
| Unqualified | 1 | 12 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 18 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Withdrawn | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 20 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 4 | 31 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not have the required experience working with UConn administrative processes including KFS (Kuali Financial Systems), HuskyBuy, Concur, or similar administrative systems.

7 Interviewed applicants: 5 WF, 1 BM, 1 UU

- 1 WF, 1 BM did not demonstrate their knowledge of the role they were applying for through incomplete and off-topic responses to interview questions.
- 1 WF selected and reported in Hiring Goals Analysis of this Affirmative Action Plan under the same search number.
- 2 WF did not describe the relevance of their past experiences to this position through their responses to interview questions.
- 1 UU had experience in a similar role in a Grade K to 12 school system, she did not have experience in a college or university setting engaging with students, family, staff, and faculty.

The 1 WF selected demonstrated the required analytical skills for this position, including high-level knowledge of math and relevant programs such as Excel. She also had relevant experience working with students and supporting an educational environment regarding the scholarship process. Through her specific answers to interview questions, she demonstrated the necessary communication skills for this position.

| | |
|---------------|----------------------------------|
| Search Number | 496980 |
| Department | CLAS Business Center |
| Title | Administrative Program Manager 3 |

MINIMUM QUALIFICATIONS

- Master's degree in a related field.
- Six years of progressively responsible experience.

- Two years of supervising a moderate-sized unit charged with carrying out cross-disciplinary tasks or functions.
- Experience in training and establishing processes and procedures.
- Experience in working with budgets in excess of \$200 million across multiple fund sources: State, Entrepreneurial, Grant, Contract, and Foundation.
- Understanding accounting principles and preparing 5-year budgets and projections.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated senior level problem-solving and customer service skills.
- Excellent computer skills which include report writing, excel manipulation, and in-depth experience in MS Office Suite.

PREFERRED QUALIFICATIONS

- Work in higher education.
- Ability to prioritize work for self and others.
- Familiarity with: KFS, WebFocus, Concur, HuskyBuy, Core-CT, PageUp, and PeopleSoft.
- Ability to engage, connect, and work with diverse student, administrative, and faculty populations and provide a commitment to the values of diversity, equity, and inclusion in an educational setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Indeed
- Chronicle of Higher Ed
- BSC Listserv
- Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 496980 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 UU

- 1 UU did not have experience in higher education based on their application materials.

1 Interviewed applicant: 1 WF

The 1 WF selected had the necessary level of experience for this position as demonstrated through her work with fund sources, multi-unit oversight, and supervision. Throughout her interview she provided specific examples of budget planning and projection, project work, technical solutions, efficiencies created, and new hire training plans. She also demonstrated the required communication skills for this role in her complete and detailed answers to interview questions.

| | |
|---------------|---------------------------------------|
| Search Number | 497190 |
| Department | University Communications |
| Title | Senior Administrative Program Support |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Five to six years of related experience. Two years of experience must be serving as an advanced/senior team member or working as a project lead. An equivalent combination of education and experience may be substituted for the degree and years requirement.
- Excellent interpersonal and communication skills.
- Capacity to manage multiple projects at one time.

PREFERRED QUALIFICATIONS

- Experience with licensing, branding, and/or marketing in higher education.
- Demonstrated understanding of intellectual property rights and contracts.
- Experience working in collaborative team environments.
- Considerable critical thinking, problem-solving, and decision-making abilities.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- ICLA/NACDA
- National Black MBA Association
- UConn Cultural Centers
- Women in Higher Education
- American Marketing Association

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497190 | | | | | | | | | | | | |
| Unqualified | 16 | 7 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 4 | 31 |
| Qualified | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 9 |
| Interviewed | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 21 | 18 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 5 | 48 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

9 Qualified applicants: 2 WM, 6 WF, 1 UU

- 1 WM, 3 WF, 1 UU had experience with licensing, branding, and marketing but not in higher education.
- 1 WM, 3 WF did not provide references, which were requested in the application instructions.

7 Interviewed applicants: 3 WM, 4 WF

- 1 WM's related experience was from several years ago and his responses to interview questions showed that he did not understand the way intellectual property and branding had changed.
- 1 WM was only interested in working with promotional products, which was only one area of focus of the position.
- 1 WM's experience in brand work was only on the sales side and he did not have experience in or an understanding of the other areas of the position.
- 1 WF's experience was primarily in corporate partnership work, and she did not have any experience in social responsibility in branding and marketing.
- 1 WF did not demonstrate the required knowledge of intellectual property rights and contracts, which holds a large focus within the office.
- 1 WF did not have the necessary level of experience in brand management.

The 1 WF selected had the required level of experience in brand protection and management and approval work in a higher education setting. Through her responses to interview questions, she demonstrated an understanding of intellectual property rights and contracts.

| | |
|---------------|----------------------------------|
| Search Number | 497283 |
| Department | Payroll |
| Title | Administrative Program Support 4 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in business/finance or a related field, or an equivalent combination of education and experience.
- Four to five years of related experience in payroll, human resources, or a fiscal environment.
- Demonstrated knowledge of HR and payroll processes.
- Excellent organizational and interpersonal skills.
- Excellent attention to detail.
- Strong analytical and critical thinking skills and the ability to interpret and manage large sets of data.
- Proficient with Microsoft Office.
- Ability to consistently meet biweekly deadlines in a fast-paced, high-volume environment.

PREFERRED QUALIFICATIONS

- Experience with Core-CT or similar HRMS system.
- Experience working in higher education.
- Experience working in a unionized environment.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Payroll Website
- OSC
- Candidates from recent payroll searches

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497283 | | | | | | | | | | | | |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 10 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 14 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not have experience with Core-CT or similar HRMS systems.

7 Interviewed applicants: 1 WM, 5 WF, 1 HF

- 1 WM, 1 WF did not have the required level of payroll experience for this position as their experience was entry-level.
- 1 WF did not have the necessary experience in higher education and payroll experience was on a smaller scale not comparable to the over five thousand transactions of this office.
- 1 WF, 1 HF did not demonstrate the relevance of their past experiences through responses to interview questions.
- 1 WF was selected and reported in the Hiring Goals Analysis of this Affirmative Action Plan under the same search number.

The 1 WF selected had the required level of experience working in higher education, specifically in fiscal positions. She had payroll experience at a similar state university which required handling a large population of employees. She also demonstrated the necessary interpersonal and communication skills for this role in her interactions during the interview and responses to interview questions.

| | |
|---------------|----------------------------------|
| Search Number | 497689 |
| Department | Education |
| Title | Administrative Program Support 4 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and a minimum of 5 years of experience in a progressively responsible administrative support or leadership position.
- Demonstrated supervisory and administrative ability.
- Excellent interpersonal skills with the ability to work effectively with diverse groups.
- Proven ability to resolve complex problems efficiently, effectively, and independently.
- Excellent organizational and planning skills.
- Excellent written and verbal communication skills and attention to detail.
- Ability to maintain the confidentiality of sensitive information.
- Ability to work occasionally on weekends and evenings.
- Knowledge of Microsoft Office, including proficiency with Word and Outlook

PREFERRED QUALIFICATIONS

- Master's degree in a related area.
- Experience working in an institution of higher education.
- Experience with travel logistics.

- Experience with event planning.
- Experience managing calendars and scheduling using Microsoft Outlook.
- Demonstrated ability to learn and adapt to new software/procedures as needed. Familiarity with Quali, CORE, PageUp, Husky Buy, or similar enterprise systems.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- United Latino Job Bank
- Black Careers Network

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497689 | | | | | | | | | | | | |
| Unqualified | 2 | 7 | 0 | 2 | 0 | 3 | 0 | 2 | 0 | 0 | 2 | 18 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 11 | 0 | 2 | 0 | 3 | 0 | 2 | 0 | 0 | 4 | 24 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 4 WF, 1 UU

- 2 WF did not have the necessary experience in administrative support, specifically regarding length of time, size of department, number of faculty served, and scope of the work.
- 1 WF did not demonstrate the required level of experience in the areas of calendar management and travel logistics for this position.
- 1 UU did not have the required experience in managing large-scale events.

The 1 WF selected had the required level of experience as demonstrated through their current position as a lead administrator providing administrative support for over sixty faculty members, overseeing the work of other professional employees, and supervising students. She also described her ability to hold leadership positions and work with diverse groups.

| | |
|---------------|----------------------------------|
| Search Number | 497791 |
| Department | University Senate |
| Title | Administrative Program Support 3 |

MINIMUM QUALIFICATIONS

- Bachelor's degree and three to four years of related experience; or an equivalent combination of education and experience including seven to ten years of experience in a progressively responsible administrative support position.
- Demonstrated excellent interpersonal skills with the ability to work effectively with the department staff, the University community, and other agencies and groups.
- Demonstrated ability to work independently and use sound professional judgment in a service-oriented environment.
- Demonstrated ability to interpret policies and procedures.
- Demonstrated ability to resolve complex problems efficiently, effectively, and independently.
- Demonstrated word-processing and computer training and expertise in MS Office, including Excel spreadsheets, Word, Outlook, and PowerPoint.
- Excellent verbal and written communication skills.
- Demonstrated ability to be flexible to meet time and work demands.

PREFERRED QUALIFICATIONS

- Demonstrated supervisory experience.
- Experience in a similar role within an institution of higher learning or other public or private field.
- Budget and finance experience.
- Administrative assistant experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Indeed

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admin Programs/Services | | | | | | | | | | | | |
| 497791 | | | | | | | | | | | | |
| Qualified | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 6 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 6 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 11 |

6 Qualified applicants: 1 WF, 1 BF, 2 HF, 1 AF, 1 UU

- 1 WF, 1 UU did not have the necessary experience in a similar role within an institution of higher learning or other public or private field.
- 1 BF, 2 HF, 1 AF did not indicate necessary supervisory experience in their application materials.

4 Interviewed applicants: 4 WF

- 2 WF did not have the required experience at the university level regarding academic and administrative functioning.
- 1 WF did not have the required level of knowledge in senior administrative operations.

The 1 WF selected demonstrated the required technological and organizational skills in her response to interview questions. She had the required level of experience of university academic operations and senior administrative functions. She also had the required knowledge of budgeting and finance.

Category 3: Nonteaching Professional – Admissions & Registrar

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 3-Admissions and Registrar | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|----------------------------|----------|----|----------|-----------------------------|----------------------|-----------|
| 3-Admissions and Registrar | N | WF | 496854 | Admin Program Support 1 | Registrar Specialist | 1 |
| | N | WF | 496854 | Admin Program Support 4 | Registrar Specialist | 1 |
| | N | WF | 497447 | Admin Program Support 1 | Admissions Officer 1 | 1 |
| | N | WF | 497464 | Student Services Prog Coord | Admissions Officer 2 | 1 |
| | N | TF | 497364 | Ed Program Assistant 1 | Admissions Officer 2 | 1 |

| | |
|---------------|----------------------|
| Search Number | 496854 |
| Department | Registrar |
| Title | Registrar Specialist |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in an appropriate field, or equivalent combination of education and experience.
- Three years of full-time employment in a related area.
- Demonstrated experience in a high-volume, customer service setting.
- Ability to pay attention to detail, work within deadlines, and make decisions.
- Excellent oral and written communication skills.
- Demonstrated administrative, organizational, and problem-solving aptitude.
- Familiarity with electronic data processing.
- Ability to establish rapport with students and parents and to maintain effective working relationships with faculty and staff.

PREFERRED QUALIFICATIONS

- Four plus years of related experience.
- Previous higher education experience at a large university.
- Demonstrated knowledge of recordkeeping systems and ability to be precise with quantitative data.
- Experience with a student information system (Peoplesoft preferred) or another large database scanning software.
- Ability to read and interpret policies (internal, University, and State of Connecticut).
- Knowledge of FERPA.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- American Association of Collegiate Registrars and Admissions Officers
- New England Association of Collegiate Registrars and Admissions Officers

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 496854 | | | | | | | | | | | | |
| Unqualified | 7 | 7 | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 0 | 5 | 24 |
| Interviewed | 0 | 3 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 8 |
| Withdrawn | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 5 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 7 | 12 | 0 | 3 | 2 | 1 | 1 | 3 | 0 | 0 | 10 | 39 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

10 Interviewed applicants: 5 WF, 1 BF, 1 HM, 1 HF, 1 AF, 1 UU

- 1 WF did not have the necessary experience in administration as her previous role was focused on faculty with little student customer service.
- 1 WF, 1 BF, 1 HF did not have the required level of experience in data processing and entry based on their responses to interview questions.
- 1 HM, 1 AF, 1 UU had experience working in higher education but not a large university.
- 1 WF was selected and reported in the Hiring Goals Analysis of this Affirmative Action Plan under the same search number.

The 1 WF selected demonstrated the required communication, presentation, and organizational skills through her responses to interview questions. She had the necessary level of experience through her current position in a higher education administrative role. She also had the required level of experience using data entry platforms for this role.

The 1 WF selected demonstrated the necessary specialized skills in athletic certification. Through their responses to scenario-based questions, she demonstrated the necessary customer service skills for this role. She also had the necessary experience in data entry and processing related to higher education student records.

| | |
|---------------|----------------------|
| Search Number | 497447 |
| Department | Law |
| Title | Admissions Officer 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree, or equivalent combination of education and experience.
- One to two years of experience in a responsible administrative support position.
- Strong technology skills, including competence with Microsoft Office 365 (including Excel, Word, and Outlook) and video conferencing (e.g., Zoom, Webex, Teams).
- Ability to work independently and regularly exercise judgment regarding administrative details and procedures.
- Exceptional interpersonal and organizational skills.
- Exceptional writing and communications skills.
- Ability to work with multiple constituencies including professors, staff, and students of various ages and backgrounds.

PREFERRED QUALIFICATIONS

- Experience with Law School Admissions Council (LSAC/ACES).
- Experience working with international students.
- Familiarity with admissions database management software, such as Peoplesoft, Salesforce, Slate, or another comparable system.
- Bilingual.
- At least 2 years of experience working in higher education.
- Experience with social media and marketing tools (Canva, Instagram).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Connecticut Local and Affinity Bar Associations
- Professional Development Listservs; LSAC, NALP, NALSAP

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 497447 | | | | | | | | | | | | |
| Unqualified | 4 | 3 | 0 | 2 | 2 | 1 | 0 | 2 | 0 | 0 | 2 | 16 |
| Interviewed | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 9 | 2 | 2 | 2 | 1 | 0 | 2 | 0 | 0 | 4 | 26 |

Promotional Goals Analysis

The Unqualified applicants did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 3 WF, 2 BM

- 1 WF did not respond to interview requests.
- 1 WF did not meet the preferred qualification of having the ability to work with multiple constituencies based on her responses to interview questions where she gave examples of working with students but not with faculty.
- 1 BM did not demonstrate the required interpersonal and organizational skills based on responses to interview questions.
- 1 BM did not demonstrate the necessary level of experience in a responsible administrative support position as he did not give adequate examples in this area and focused his interview only on interpersonal interactions with students.

The 1 WF selected had the necessary skill of being bilingual in Arabic. She demonstrated experience in an administrative support position through specific examples of planning and booking travel for university guests. She also demonstrated her ability to work with professors, staff, and students through responses to interview questions. Her references described her as reliable, and detail oriented.

| | |
|---------------|----------------------|
| Search Number | 497464 |
| Department | Admissions |
| Title | Admissions Officer 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Three years of related experience in some area of student affairs or prior admissions experience.
- Experience with utilizing technology in work responsibilities.
- Strong organizational, interpersonal, verbal, and written communication skills.
- Demonstrated ability to make independent judgments and work under pressure.
- Demonstrated ability for accuracy and attention to detail.
- Willingness to travel internationally as well as in-state and out-of-state.
- Willingness to work flexible and irregular hours.
- Valid driver's license and proof of insurability are required. Alternative reliable transportation will be considered. A valid passport, and the ability to travel abroad for extended periods.
- Familiarity with online computer information systems.

PREFERRED QUALIFICATIONS

- Knowledge of international visas.
- Knowledge of Terra Dotta.
- Demonstrated experience with SEVIS.

- Ability to speak fluently in more than one language.
- Experience working in organizations committed to global diversity.
- Experience working with non-immigrants and diverse populations.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 497464 | | | | | | | | | | | | |
| Unqualified | 4 | 9 | 1 | 1 | 0 | 2 | 0 | 4 | 0 | 0 | 6 | 27 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 12 | 1 | 1 | 0 | 2 | 1 | 4 | 0 | 0 | 6 | 31 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WF, 1 AM

- 1 WF did not have the required foreign credential verification, travel experience, and professional experience and training in the realm of international admissions as her experience was with advising current students versus admissions.
- 1 AM did not have the required Student and Exchange Visitor Information System (SEVIS) experience for this position.

The 1 WF selected had the required experience as demonstrated by her roles at both UConn Stamford and UConn Storrs in residential life, Dining Services, the First Year Experience program, and Office of Undergraduate Admissions. Through responses to interview questions, she demonstrated the necessary knowledge and experience in international travel as well as marketing and design. Not only did she possess the required interpersonal and verbal communication skills for this position, but she also had fluency in Spanish.

| | |
|---------------|----------------------------|
| Search Number | 497364 |
| Department | Business Graduate Programs |
| Title | Admissions Officer 2 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Three years of related experience.
- Proven ability to recruit and counsel students, including experience planning, organizing, and implementing recruitment events and activities.
- Demonstrated excellent written, verbal, and interpersonal communication skills and the ability to build and maintain collaborative relationships with faculty, staff, students, administrators, external agencies/groups, and the public.
- Demonstrated experience taking initiative, working independently and accurately, exercising sound judgment when making decisions, and meeting deadlines.
- Proven experience working well as part of a team.
- Demonstrated proficiency with Microsoft Office, particularly Word, Excel, and Outlook, and hosting virtual meetings using a variety of platforms.
- Dependable transportation and willingness and ability to work evening and weekend hours and travel in-state and out-of-state as needed in support of program activities.

PREFERRED QUALIFICATIONS

- Prior experience working in a higher education academic environment in a university setting.
- Demonstrated experience supporting a graduate-level program in an admissions, recruitment, or advising capacity.
- Demonstrated experience working with mature students, executives, and other professionals.
- Demonstrated experience with student recruitment/admissions systems.
- Demonstrated experience using PeopleSoft or another student administration system.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- School of Business Minority Serving Institutions Distribution List
- School of Business LinkedIn Page
- UConn Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Admissions and Registrar | | | | | | | | | | | | |
| 497364 | | | | | | | | | | | | |
| Unqualified | 3 | 3 | 0 | 2 | 1 | 2 | 0 | 2 | 0 | 0 | 3 | 16 |
| Qualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Grand Total | 4 | 7 | 1 | 3 | 1 | 3 | 0 | 2 | 0 | 1 | 3 | 25 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 BM

- 1 BM did not indicate experience supporting a graduate-level program in an admission, recruitment, or advising capacity in their application materials.

3 Interviewed applicants: 1 WF, 1 BF, 1 TF

- 1 WF did not demonstrate the verbal and interpersonal communication skills needed as her mock presentation was informal and several of her responses to interview questions were incomplete and inappropriate.
- 1 BF did not demonstrate the necessary written, verbal, and interpersonal communication skills as she did not address the requested topic at all during her presentation. In addition, she was unprepared to answer any questions about the requested topic even when prompted.

The 1 TF selected had a master's degree and was completing their doctoral degree in a related field for this position. They demonstrated the required level of communication skills through their organized and informative mock presentation as well as their concise and thoughtful interview answers. They had experience working in higher education and training graduate assistants. They also had experience with using GradSlate, a student recruitment and admissions system.

Category 3: Nonteaching Professional – Advising

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3-Advising | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-------------------|----------|----|----------|-----------------------------|--------------------|-----------|
| 3-Advising | N | WF | 497133 | Ed Program Assistant 1 | Academic Advisor 1 | 1 |
| | N | WF | 497823 | Ed Program Assistant 1 | Career Consultant | 1 |
| | N | AF | 497381 | Student Services Prog Coord | Academic Advisor 1 | 1 |

| | |
|---------------|--------------------------------|
| Search Number | 497133 |
| Department | ISS Acad Ctr Entering Students |
| Title | Academic Advisor 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field and three years of position-related experience in advising and/or counseling students or in providing academic support, OR advanced degree in a related field and one year of related experience in advising and/or counseling students or in providing academic support.
- Ability and knowledge to support undergraduate students, including first-generation college students and students from traditionally underrepresented backgrounds.
- Excellent interpersonal skills and ability to work in a team setting.
- Ability to build rapport with students, families, and University partners.
- Ability to work on occasional nights and weekends and travel occasionally for work purposes.

PREFERRED QUALIFICATIONS

- Advanced degree in higher education, counseling, or related discipline (anticipated by May 2023).
- Advising experience in postsecondary/higher education institution(s).
- Experience in the interpretation of academic policies, regulations, and procedures.
- Experience teaching or conducting workshops.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

- The Daily Digest
- LinkedIn
- NACADA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497133 | | | | | | | | | | | | |
| Unqualified | 9 | 27 | 0 | 6 | 2 | 4 | 1 | 2 | 0 | 0 | 6 | 57 |
| Qualified | 1 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 7 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 5 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 35 | 0 | 6 | 2 | 7 | 1 | 3 | 0 | 1 | 9 | 75 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Qualified applicants: 1 WM, 3 WF, 2 HF, 1 UU

- 1 WM, 1 WF did not have an advanced degree in higher education, counseling, or related discipline as their degrees were not anticipated until May 2023.
- 2 WF, 2 HF, 1 UU did not list advising experience in postsecondary/higher education institutions in their application materials.

7 Interviewed applicants: 1 WM, 3 WF, 1 HF, 1 AF, 1 TF

- 1 WM did not demonstrate interest in working in academic advising and specifically the ACES program in his vague and non-detailed responses to interview questions.
- 2 WF, 1 HF, 1 TF did not have the required level of experience as demonstrated by their vague and incomplete responses to interview questions.
- 1 AF declined the offer.

The 1 WF selected gave a presentation that was informative and engaging which demonstrated the ability to connect with ACES and underrepresented students. She also communicated a continued personal growth toward diversity and inclusion through her responses to interview questions. She demonstrated the ability to perform the required duties of this position such as interpreting academic policies, regulations, procedures, and teaching or conducting workshops.

| | |
|---------------|----------------------------|
| Search Number | 497823 |
| Department | Business Graduate Programs |
| Title | Career Consultant |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in counseling, education, or a related field and at least three years of experience working with students, interns, or new and high-level, experienced professionals in a consulting and/or mentoring or coaching-related role; OR – Master’s degree in counseling, education, or a related field and at least one year of experience working with students, interns, or new and high-level, experienced professionals in a consulting and/or mentoring or coaching-related role.
- Strong executive presence, as showcased by strong communication skills and the ability to support high-level, experienced professionals.
- Demonstrated career development, human resources, or recruiting experience, with a wide array of student or client backgrounds, including early career professionals and high-level executives.
- Demonstrated experience planning, coordinating, implementing, and presenting services and activities.
- Excellent written, oral, and interpersonal communication skills and the ability to develop, maintain, and grow meaningful relationships with various constituent groups and work effectively and collaboratively with School of Business and University staff, as well as applicants, students, faculty, and external constituents.
- Excellent organizational skills and demonstrated ability to manage multiple short- and long-term projects.
- Dependable transportation and willingness and ability to work occasional evening and weekend hours and travel in-state and out-of-state as needed to support program events and activities.

PREFERRED QUALIFICATIONS

- Master’s degree in counseling, education, business administration, data analytics, management, or a related field.
- Proven industry knowledge in the fields of Technology and Data OR Management, Consulting, and Entrepreneurship.
- At least 5 years of professional work experience in a university, higher education, recruiting, or professional business setting.
- Proven ability to work independently, solve problems, and approach challenges in a flexible and/or creative way.
- Experience with assessment, data analysis, and program evaluation.
- Experience working with diverse, underrepresented, international, and/or first-generation clients or professionals.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- School of Business Minority Serving Institutions Distribution list
- LinkedIn
- UConn Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497823 | | | | | | | | | | | | |
| Unqualified | 2 | 10 | 0 | 2 | 0 | 2 | 1 | 3 | 0 | 0 | 3 | 23 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 17 | 1 | 2 | 0 | 2 | 1 | 3 | 0 | 0 | 3 | 33 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not prove industry knowledge in the fields of Technology and Data or Management consulting, and Entrepreneurship.

7 Interviewed applicants: 1 WM, 5 WF, 1 BM

- 1 WM only referenced working with younger, elementary-aged students, failing to connect back to any Human Resources experience or interest as his professional history was heavily rooted in traditional classroom teaching, which he did not demonstrate as transferable to the diverse, graduate student population.
- 1 WF did not describe her awareness of the career development or coaching process and did not explain her experience engaging with graduate business students in a career development capacity.
- 1 WF did not describe her career development, human resources, or recruiting experience, with a wide array of student or client backgrounds, including early career professionals and high-level executives.
- 1 WF did not demonstrate the necessary oral communication skills as her responses to several interview questions were lengthy, not succinct and did not answer the questions.
- 1 WF, 1 BM did not describe a true inclusive approach to coaching, which reflected the inclusive, person-centered approach to coaching that the department was looking for.

The 1 WF selected displayed an understanding of the graduate business experience at UConn, specifically regarding international student needs through her experience as a UConn Alumna and the Business Analytics & Project Management program. Based on her responses to interview questions, she demonstrated the ability to work as part of a team and have a collaborative approach, while also taking the initiative to learn and grow individually. She also exemplified her ability to engage with students inclusively and an interest in career coaching within higher education.

| | |
|---------------|--------------------------------|
| Search Number | 497381 |
| Department | ISS Cntr for Access PScnd Succ |
| Title | Academic Advisor 1 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree preferably in counseling or related field.
- Minimum three years of related experience including at least one year of experience working with middle and/or high school students in a diverse environment; experience with school counseling, community work, or social agency.
- Demonstrated excellent communication and interpersonal skills.
- Knowledge of higher education and the challenges faced by low-income, first-generation college, and underrepresented students.
- Ability to report to multiple worksites and work flexible hours.
- Ability to make a commitment to the non-residential, commuter summer component.

PREFERRED QUALIFICATIONS

- Master’s degree in counseling or related field.
- Two or more years of experience working with middle and/or high school students in a diverse environment; experience with school counseling, community work, or social agency.
- Experience with providing academic and college preparation programming.
- Bilingual in English/Spanish.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Personal networks/LinkedIn
- UConn systems including Daily Digest

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Advising | | | | | | | | | | | | |
| 497381 | | | | | | | | | | | | |
| Unqualified | 3 | 6 | 1 | 1 | 3 | 2 | 0 | 0 | 0 | 0 | 1 | 17 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 6 | 1 | 1 | 3 | 2 | 0 | 1 | 1 | 0 | 6 | 24 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

2 Interviewed applicants: 1 AF, 1 TM

- 1 TF did not attend the second round of interview.

The 1 AF selected demonstrated the required level of communication and interpersonal skills for this role during the interview process. She had the necessary knowledge of higher education and challenges faced by low-income, first generation to college, and underrepresented students. She had prior experience providing academic programming for low income and first-generation high school students as well as a background in college access and advising.

Category 3: Nonteaching Professional – Arts & Curatorial Services

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------------|----|----|----|----|----|----|----|----|
| 3-Arts and Curatorial Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------------------|----------|----|----------|---------------------|-------------------------|-----------|
| 3-Arts and Curatorial Services | N | WF | 496837 | Library Assistant 2 | Museum Exhibit Designer | 1 |

| | |
|---------------|---------------------------|
| Search Number | 496837 |
| Department | Museum of Natural History |
| Title | Museum Exhibit Designer |

MINIMUM QUALIFICATIONS

- Bachelor’s degree (B.A./B.S.) in design or a related field.
- 2 years of experience with natural history and/or cultural exhibit design/development or equivalent combination of education and experience.
- Excellent speaking, writing, and interpersonal skills.
- Proven organizational skills and experience working well independently and as part of a team.
- Demonstrated experience taking initiative and exercising sound judgment when interpreting and applying complex rules and policies.
- Knowledge and understanding of current best practices for the design of inclusive exhibits that are accessible to all.

PREFERRED QUALIFICATIONS

- 5 years of experience with natural history and/or cultural exhibit design/development or equivalent combination of education and experience.
- Ability to work with hand tools, power tools, and equipment (*e.g.*, large-format printer, vinyl cutter, laminator).
- Experience using Mac OS, Adobe software, and other relevant software.
- Working knowledge of varied multimedia devices.
- Demonstrated success in creating natural history and/or cultural exhibit(s).
- Experience in training and supervising exhibit staff.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed

- Diverse Job Boards
- EEB Website, Anthropology website, CSMNH Website
- Targeted e-mails sent to relevant colleagues at nationwide natural history and cultural museums.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-------------|
| 3-Arts and Curatorial Services | | | | | | | | | | | | |
| 496837 | | | | | | | | | | | | |
| Unqualified | 9 | 5 | 1 | 1 | 3 | 1 | 1 | 2 | 0 | 0 | 4 | 27 |
| Qualified | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 10 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 15 | 13 | 1 | 1 | 3 | 1 | 1 | 2 | 0 | 0 | 11 | 48 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

10 Qualified applicants: 5 WM, 2 WF, 3 UU

- 5 WM, 2 WF, 2 UU did not have experience with training and supervising staff.
- 1 UU did not indicate working knowledge of a variety of multimedia devices in their application materials.

6 Interviewed applicants: 4 WF, 2 UU

- 2 WF, 2 UU did not have the level of experience needed to create content for a natural history museum, cultural exhibit design, or development based on responses to interview questions.
- 1 WF had experience as an artist outside of a museum and academic environment but did not have experience as a designer in a museum.

The 1 WF selected had the necessary creativity, innovation, and skillset to create museum exhibit design and execution. She was sensitive to museum decolonization and was familiar with the natural history museum in general. She had the ability to work with varied multimedia devices and experience in training and supervising exhibit staff. She demonstrated her professionalism during the interview process and presented a public presentation with actionable ideas. Her presentation included the embodiment of a decolonized museum perspective which had the potential to strengthen the department. Her broad skillset as a museum exhibit designer and communicator complemented the skills of team members in the department.

Category 3: Nonteaching Professional – Business Operations

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 3-Business Operations | 5 | 0 | 0 | 1 | 0 | 1 | 0 | 1 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|------------------------------|----------|----|----------|---------------------------|---------------------------|-----------|
| 3-Business Operations | Y | WM | Reclass | Financial Aid Officer | Functional Specialist | 1 |
| | Y | WM | Reclass | Financial Assistant 2 | Business Ops Specialist 1 | 1 |
| | Y | HF | Reclass | Admin Program Support 2 | Business Ops Specialist 1 | 1 |
| | N | WF | 497455 | Publicity/Marketing Admin | Functional Specialist | 1 |
| | N | WF | Reclass | Admin Program Support 2 | Business Ops Specialist 1 | 1 |
| | N | WF | Reclass | Admin Program Support 2 | Business Ops Specialist 2 | 1 |
| | N | WF | Reclass | Financial Assistant 1 | Business Ops Specialist 1 | 1 |
| | N | WF | Reclass | Financial Assistant 2 | Business Ops Specialist 1 | 1 |

Reclass:

The 2 WM, 4 WF and 1 HF candidates’ promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The promotion of the 2 WM and 1 HF met promotional goals.

| | |
|---------------|-----------------------|
| Search Number | 497455 |
| Department | Graduate Education |
| Title | Functional Specialist |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a field related to business operations, database management, or web development.
- Four years of experience in a related field.
- An equivalent combination of education and experience may satisfy the degree and years requirement.

PREFERRED QUALIFICATIONS

- Four or more years of experience with enterprise-level software systems, e.g., PeopleSoft, Slate, Banner, Workday, CollegeNet, Liaison CAS, Hobson's ApplyYourself.
- Two or more years of experience with query and report development in an enterprise database environment.
- Two or more years of experience in a position involving collaboration with academic departments and degree programs.
- Two or more years managing or supporting recruitment through the Slate CRM.
- Experience with developing and maintaining websites – WordPress or equivalent, HTML, and CSS.
- Experience with desktop publishing or digital layout design, e.g., Adobe InDesign, Canva, Affinity Publisher.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Business Operations | | | | | | | | | | | | |
| 497455 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 2 |
| Qualified | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 11 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WF, 1 BM, 1 AF

- 1 WF, 1 BM, 1 AF did not have two or more years of experience in a position involving collaboration with academic departments and degree programs.

3 Interviewed applicants: 3 WF

- 1 WF did not have the technical knowledge of Slate, particularly the use of configurable joins. She was unfamiliar with using SQL for reporting and query based on responses to interview questions.

- 1 WF did not have experience with SQL in an enterprise-level system. She also did not have enough relevant experience in web development, desktop publishing, and graphic design.

The 1 WF selected was familiar with CRM, query, and reporting functions in Slate, including some that are both highly technical (configurable joins) and particularly important to efficient work in The Graduate School. She was fluent in SQL, PHP, VBA, as well as several other languages. She was thoroughly familiar with requirements for making web sites and digital documents accessible to those with disabilities, and she was involved in outreach to Alliance schools for recruiting. She had extensive experience in web development and graphic design, including WordPress and the Adobe Creative Suite (and a BA in Studio Art). In addition to these skills, she also had considerable experience in hardware and software support on Windows (desktop and server), Mac OS, and Linux.

Category 3: Nonteaching Professional – Capital Plan & Construction

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------------|----|----|----|----|----|----|----|----|
| 3-Capital Planning & Construction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Communications & Marketing

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 3-Communication and Marketing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-------------------------------|----------|----|----------|-----------------------------|---------------------------|-----------|
| 3-Communication and Marketing | N | WM | Reclass | Student Services Prog Coord | Publicity/Marketing Admin | 1 |

Reclass:

The 1 WM’s promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 3: Nonteaching Professional – Dining Services

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3-Dining Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Educational Program & Services

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 3-Educational Programs/Serv | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-----------------------------|----------|----|----------|--------------------------------|-------------------------------|-----------|
| 3-Educational Programs/Serv | Y | AF | Reclass | Sr Student Services Prog Admin | Educational Program Manager 2 | 1 |
| | N | WF | 496921 | Admissions Officer 2 | Ed Program Administrator | 1 |
| | N | WF | 497280 | Student Services Prog Coord | Educational Program Manager 1 | 1 |
| | N | WF | 497328 | Admin Program Support 3 | Ed Program Administrator | 1 |
| | N | WF | 497360 | Student Services Program Admin | Ed Program Administrator | 1 |
| | N | WF | Reclass | Admin Program Support 2 | Ed Program Coordinator | 1 |
| | N | WF | Reclass | Publicity/Marketing Coord | Ed Program Administrator | 1 |
| | N | BM | 496306 | Student Success Counselor | Educational Program Manager 1 | 1 |

Reclass:

The 2 WF and 1 AF candidates’ promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The promotion of the 1 AF met a promotional goal.

| | |
|---------------|-----------------------------------|
| Search Number | 496921 |
| Department | Online MBA |
| Title | Educational Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- Five years of related work experience. One year of experience must be serving as an advanced team member.
- Prior experience independently implementing educational program(s) and identifying and resolving day-to-day program problems.
- Demonstrated ability to plan and organize events/workshops/training courses/curricula and training materials appropriate to the program served.
- Proven experience successfully recruiting and counseling students.

- Demonstrated experience taking initiative, working independently and accurately, exercising sound judgment when making decisions, and meeting deadlines.
- Proven experience working well as part of a team.
- Demonstrated excellent written, verbal, and interpersonal communication skills and the ability to build and maintain collaborative relationships with faculty, staff, students, administrators, external agencies/groups, and the public.
- Demonstrated proficiency with Microsoft Office Products, especially Excel and Word.
- Proven supervisory skills.
- Demonstrated experience with budgeting, forecasting, and monitoring spending within approved budgets.
- Dependable transportation and willingness and ability to work evening and weekend hours and travel in-state, out-of-state, and internationally as needed in support of program activities.

PREFERRED QUALIFICATIONS

- Master’s degree in business, higher education administration, or a related field.
- Demonstrated experience working in an academic higher education environment in a university setting.
- Demonstrated experience working in online graduate programs, or with graduate students pursuing an online degree.
- Demonstrated experience using PeopleSoft or another student administration system.
- Demonstrated experience using HuskyCT or another student portal.
- Experience working with mature students, executives, and other professionals.
- Experience working with faculty on a college campus.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496921 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 9 |
| Interviewed | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Withdrawn | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 7 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 4 | 20 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

7 Interviewed candidates: 1 WM, 3 WF, 1 BM, 1 BF, 1 UU

- 1 WM, 1 BM did not have experience with PeopleSoft or HuskyCT or any other student portal.
- 1 WF's advising experience was more programmatic and she did not have experience advising graduate students.
- 1 WF, did not display the ability to successfully recruit and counsel students as she had advised business owners and entrepreneurs, but not students in her previous positions.
- 1 UU did not display the ability to successfully recruit and counsel students as her experience was more undergraduate programmatic, and event inclusive.
- 1 BF did not show how she would build and maintain collaborative relationships with faculty, staff, administrators, external agencies, and the public as she did not answer questions completely.

The 1 WF selected had both a bachelor's and a master's degree. She was able to provide several examples of how she recruited and advised students. She also discussed her demonstrated experience with budget, including assisting with forecasting and monitoring of the PMBA budget. She had experience with PeopleSoft and HuskyCT.

| | |
|---------------|--------------------------------|
| Search Number | 497280 |
| Department | ISS 1st Yr Prog and Learn Cmty |
| Title | Educational Program Manager 1 |

MINIMUM QUALIFICATIONS

- Master's degree in a relevant field and at least four years of relevant experience.
- Two years of experience must be serving as an advanced/senior team member or working as a project lead.
- Demonstrated significant experience with first year and new student transitions at the college level.
- Working knowledge of college student development.
- Experience planning, organizing, and leading workshops, trainings, and/or related instructor and/or mentor materials.
- Experience in teaching, curriculum design, and evaluation.
- Advanced written and oral communication and interpersonal skills and ability to relate well to students, families, faculty, and campus and community partners.
- Experience supporting diverse student populations.
- Demonstrated knowledge using Microsoft products including Word, Excel, and PowerPoint.
- Experience compiling, maintaining, and analyzing student retention and persistence data.

PREFERRED QUALIFICATIONS

- Doctoral degree in higher education and student affairs or a related field.
- Demonstrated ability to independently implement programs and identify and resolve day-to-day problems.
- Experience managing complex short- and long-term projects.
- Experience working with students at a large university.
- FYE or equivalent transition-type course curriculum development experience.
- Experience working with Learning Communities.
- Staff supervision experience.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Job boards
- Cultural Center Directors
- Personal Outreach
- CALAHE
- USC Listserv
- Professional networking on LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497280 | | | | | | | | | | | | |
| Unqualified | 4 | 11 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 3 | 23 |
| Interviewed | 4 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 10 |
| Withdrawn | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 8 | 14 | 1 | 4 | 0 | 1 | 0 | 1 | 0 | 2 | 6 | 37 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

11 Interviewed applicants: 4 WM, 3 WF, 1 BF, 1 TF, 2 UU

- 3 WM, 2 WF, 1 BF, 2 UU did not have the level of experience necessary in FYE working with students and student development at a large Research 1 university as their experience was in programs smaller and less comprehensive than this one.
- 1 WM withdrew from the search and interview process.
- 1 BF did not have the level of experience needed working with students at a large university or working with peer mentors in workshops or courses based on responses to interview questions.

- 1 TF did not have experience supervising staff.

The 1 WF selected had experience as an instructor, a solid vision for FYE, and gave well thought out examples of how she could incorporate diversity into the curriculum. She had a PhD and experience working with students at a large university. She had experience teaching undergraduate students and the ability to independently implement programs and identify and resolve day-to-day problems.

| | |
|---------------|-----------------------------------|
| Search Number | 497328 |
| Department | CETL |
| Title | Educational Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Five years of related experience as an administrative coordinator or program support, including one year of experience as an advanced team member.
- Demonstrated experience working with or supporting university faculty in their professional development.
- Demonstrated experience managing fiscal records and accounting practices related to grants and reporting.
- Excellent written and oral communication and planning skills.
- Strong interpersonal and collaborative skills, experience engaging multiple stakeholders, and developing effective team relationships.
- Commitment to inclusive and equity minded practices.
- Experience in facilitating groups with diverse needs and backgrounds in remote environments (e.g., Webex or MS Teams).
- Excellent skills in MS Office and related software.

PREFERRED QUALIFICATIONS

- Demonstrated engagement in organizational learning and initiatives related to equitable teaching and pedagogy, but teaching experience not required.
- Demonstrated experience in grant writing or supporting broadening participation efforts.
- Familiarity with financial management software, such as UConn's Quali system.
- 2 years of professional experience in STEM initiatives management in higher education.
- Demonstrated experience or training in inclusive teaching and learning in college settings.
- Demonstrated knowledge of historical context, current environment and challenges, resources, and efforts related to diversity, equity, and inclusion at Pre-dominantly White Institutions (PWIs).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497328 | | | | | | | | | | | | |
| Unqualified | 1 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 8 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 6 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 12 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not submit a DEI statement with the application materials as required by the application instructions.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM did not have experience as facilitator or manager of a STEM initiative and did not thoroughly describe how to engage with UConn’s DEI resources.

The 1 WF selected had transferrable experience, such as her work as a facilitator of STEM-centric DEI learning communities. She communicated her deliberate practice of reflection on her own assumptions in this role. She made connections to numerous ways diversity manifested in higher education spaces and provided specific examples. She described how she would gain an understanding of participating parties’ needs and build relationships with those that her position was meant to support. She had experience training in inclusive teaching and learning in college settings. She also had experience in grant writing or supporting broadening participation efforts.

| | |
|---------------|-----------------------------------|
| Search Number | 497360 |
| Department | Business Graduate Programs |
| Title | Educational Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Five years of related work experience. One year of experience must be serving as an advanced team member.
- Prior experience independently implementing educational program(s) and identifying and resolving day-to-day program problems.
- Demonstrated ability to plan and organize events/workshops/training courses/curricula and training materials.
- Proven experience successfully recruiting and counseling students.
- Demonstrated experience taking initiative, working independently and accurately, exercising sound judgment when making decisions, and meeting deadlines.
- Proven experience working well as part of a team.
- Demonstrated excellent written, verbal, and interpersonal communication skills and the ability to build and maintain collaborative relationships with faculty, staff, students, administrators, external agencies/groups, and the public.
- Demonstrated proficiency with Microsoft Office products, especially Excel and Word, and hosting virtual meetings using a variety of platforms.
- Demonstrated experience with budgeting, forecasting, and monitoring spending within approved budgets.
- Dependable transportation and willingness and ability to work evening and weekend hours and travel in-state, out-of-state, and internationally as needed in support of program activities.

PREFERRED QUALIFICATIONS

- Master's degree in business, higher education administration, or a related field.
- Demonstrated experience working in an academic higher education environment in a university setting.
- Demonstrated experience using Peoplesoft or another student administration system.
- Demonstrated experience using HuskyCT or another student portal.
- Experience working with mature students, executives, and other professionals.
- Experience working with faculty on a college campus.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- School of Business Minority Serving Institutions distribution list.
- UConn Daily Digest

- School of Business LinkedIn page
- LinkedIn (paid)
- www.higheredjobs.com
- www.ziprecruiter.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 497360 | | | | | | | | | | | | |
| Unqualified | 3 | 3 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 3 | 12 |
| Interviewed | 0 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 5 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 7 | 0 | 2 | 2 | 0 | 0 | 2 | 0 | 1 | 3 | 20 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 2 WF, 2 BF, 1 HM, 1 TF

- 1 WF, 1 BF, 1 HM, 1 TF did not exhibit the necessary verbal or interpersonal communication skills based on the inability to answer questions fully or effectively communicate their experience.
- 1 BF's responses in the second interview showed that she had different expectations of the position than what was discussed during interviews and outlined in the job description.

The 1 WF selected had a master's and bachelor's degree, along with five years of related experience. She demonstrated communication skills and provided thorough answers during the interview. She had experience implementing educational programs such as events, trainings, and workshops. She had created/presented FYE curriculum and orientation materials, and planned student activities. She had student advisory experience and had the demonstrated ability to work independently and work as part of a team. She had worked in a related higher education setting and utilized university software and systems.

| | |
|---------------|--------------------------------|
| Search Number | 496306 |
| Department | Social Work Instruct and Rsrch |
| Title | Educational Program Manager 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree in social work or a related field and a minimum of six years of relevant professional experience, including at least two years serving as an advanced/senior team member or working as a project lead.

- Demonstrates interpersonal skills and experience working with diverse populations, strong leadership capacity, and the ability to work within a complex organization.
- Demonstrates ability to take initiative on projects.
- Demonstrates capacity to multi-task (e.g., meet daily responsibilities and events while also responding to unexpected situations) and to provide skillful supervision.
- Strong verbal and written skills.
- Ability to work independently and seek supervision as needed.
- Demonstrates commitment to DEI/Anti-Racism.

PREFERRED QUALIFICATIONS

- Master’s of social work or related field and five years of higher education or administrative experience.
- Experience with public speaking.
- Demonstrates commitment to the mission and goals of social work education and ensures adherence to relevant policies, procedures, and academic program requirements.
- Demonstrates the ability to produce and analyze relevant reports and collaborate with students, faculty, university, and community groups.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Website
- Indeed
- LinkedIn
- Blacks in Higher Education
- Latinos in Higher Education
- Women in Higher Education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Educational Programs/Serv | | | | | | | | | | | | |
| 496306 | | | | | | | | | | | | |
| Unqualified | 2 | 6 | 0 | 3 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 16 |
| Withdrawn | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 3 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 8 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 10 | 1 | 5 | 1 | 4 | 0 | 1 | 0 | 0 | 2 | 27 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

9 Interviewed applicants: 1 WM, 3 WF, 1 BM, 1 BF, 1 HM, 1 HF, 1 UU

- 1 WM did not have experience supervising non-student populations.
- 1 WF did not have the required level of supervisory experience or provide thorough answers to interview questions.
- 1 WF, 1 HF did not thoroughly answer questions or have related experience working with graduate students.
- 1 WF, 1 UU did not directly answer questions or have transferrable experience to working at UConn SSW with targeted populations.
- 1 BM, 1 BF did not have the required level of supervisory experience with faculty/community groups, demonstrate an understanding of the role, or provide thorough answers to interview questions.

The 1 WM selected had a history of experience in higher education and worked in supervisory roles. He provided thorough answers that highlighted how his skills and experiences corresponded to all responsibilities of the position. He also had the ability to produce and analyze relevant reports and collaborate with students, faculty, university, and community groups.

Category 3: Nonteaching Professional – Facilities & Athletic Management

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---|----|----|----|----|----|----|----|----|
| 3-Facilities & Athletic Management | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|---|----------|----|----------|--------------------|----------------------|-----------|
| 3-Facilities & Athletic Management | N | WM | 497093 | MaintSupv2(HVACR) | Facilities Manager 3 | 1 |
| | N | WM | 497168 | MaintSupv2(Elecl) | Facilities Manager 3 | 1 |

| | |
|---------------|---------------------------------|
| Search Number | 497093 |
| Department | FO Mechanical and Plumbing Svcs |
| Title | Facilities Manager 3 |

This search was open to current UConn and UConn Health employees only.

MINIMUM QUALIFICATIONS

- Current Facilities Operations UConn Employee or Current Facilities Operations UConn Health Employee.
- Bachelor’s degree in related field and eight (8) years of related experience. One year of experience must include serving as a manager or supervisor of a moderate sized department or unit OR an advanced degree in a related field and five (5) years of related experience. One year of experience must be serving as a manager or supervisor of a moderate sized department or unit. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.
- Leadership skills and experience that show significant accomplishments in improving the operational efficiency of a large crew.
- Experience planning and responding to emergency failures in buildings with technically sophisticated systems and infrastructure.
- Must have thorough understanding of failure modes of HVACR and Plumbing components and the consequences of the failures, and a thorough understanding of Planning, Procurement, Scheduling and Field Execution processes.
- Must be able to create a scope of work and be able to read and interpret complex engineering/architectural drawings and contract documents.
- Extensive working knowledge of HVACR, Plumbing, and EMS equipment and computerized systems.
- Experience troubleshooting building and mechanical systems problems and the ability to make recommendations to mitigate systemic issues.

- Demonstrated ability to work without supervision to resolve problems of both a technical and administrative nature.
- Experience managing personnel to include activities such as hiring and interviewing for multiple trades.
- Must be proficient in the use of computers and have skills in MS Office applications such as word processing, spreadsheets, databases, electronic mail, internet applications and computerized maintenance management software programs.
- Must have the ability to positively interact with a variety of individuals through direct and non-direct interactions and communications to build relationships with a broad spectrum of customers.
- Must have the ability to communicate effectively in both oral and written communication with a diverse audience both internal and external to the University.
- Must have the ability to prioritize the importance of assets and maintenance tasks and link to strategic goals.
- Must possess a current motor vehicle operator license and have reliable transportation.
- Must be willing and able to work occasional evening and weekend hours and be on-call to report to work during emergency closures, inclement weather or significant events that affect campus operations.

PREFERRED QUALIFICATIONS

- Experience working in a unionized environment.
- Experience at a large college or university or other organization of similar size and complexity.
- Familiarity with quality assurance methods.
- Demonstrated experience using programs such as HuskyBuy, CoreCT, Computer Maintenance Management Systems (CMMS) such as AiM and strong technical skills to work with database programs and/or enterprise applications.
- Knowledge of applicable laws, regulations and nationally recognized standards and guidelines, as related to OSHA, NFPA, EPA etc.
- Familiarity with the International Building Code's mechanical provisions.
- Working knowledge of AutoCad and the capability to use for take-offs.
- Demonstrated skill set for estimating resource hours, material, and sequencing for maintenance tasks.
- Line management experience directly supervising trade crews in a 24/7/365 day operation.

Recruitment activities included:

- UConn Jobs

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Facilities & Athletic Management | | | | | | | | | | | | |
| 497093 | | | | | | | | | | | | |
| Unqualified | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 2 WM

- 1 WM did not describe his infrastructure planning skills, the ability to troubleshoot problems, or experience with quality assurance methods or hiring staff across trades.

The 1 WM selected had experience with Supervisor/ Manager responsibilities. He provided thoughtful responses regarding managing, strengths, and how to work with staff, including how to turn around employee performances. He had knowledge of HVAC and Plumbing, demonstrated during the interview through his explanations of troubleshooting water main breaks and operational and mechanical failures. He communicated a clear action plan on preventative maintenance, budgeting, and the procurement process, and described how to conduct hiring searches for technicians in multiple trades. He had a knowledge of AiM and email, along with how to handle issues, such as sharing difficult news and dealing with customers unhappy with a service. He described quality assurance methods and how to manage both highs and lows in the department. He had a demonstrated understanding of employee requirements such as Lockout/ Tagout, OSHA, and PPE, along with the ability to work independently to solve maintenance problems.

| | |
|---------------|-----------------------------|
| Search Number | 497168 |
| Department | FO Structural Shop Services |
| Title | Facilities Manager 3 |

This search was open to current UConn and UConn Health employees only.

MINIMUM QUALIFICATIONS

- Current UConn Facilities Operations employee or current UConn Health Facilities Operations employee.
- Bachelor’s degree in a related field and eight (8) years of related experience. One year of experience must include serving as a manager or supervisor of a moderate-sized department or unit OR an advanced degree in a related field and five (5) years of related experience. One year of experience must be serving as a manager or supervisor of a

moderate-sized department or unit. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

- Leadership skills and experience that show significant accomplishments in improving the operational efficiency of a large crew.
- Experience planning and responding to emergency failures in buildings with technically sophisticated systems and infrastructure.
- Must have a thorough understanding of failure modes of electrical systems including high voltage systems being generated at Storrs or being fed from the utility and the consequences of the failures, and a thorough understanding of Planning, Procurement, Scheduling, and Field Execution processes.
- Must be able to create a scope of work and be able to read and interpret complex engineering/architectural drawings and contract documents.
- Extensive working knowledge of electrical, general trades, structural trades, locksmith, and computerized systems that are needed for these trades.
- Experience troubleshooting building, electrical, structural, locksmith, and mechanical system problems and the ability to make recommendations to mitigate systemic issues.
- Demonstrated ability to work without supervision to resolve problems of both a technical and administrative nature.
- Experience managing personnel including activities such as hiring and interviewing for multiple trades.
- Must be proficient in the use of computers and have skills in MS Office applications such as word processing, spreadsheets, databases, electronic mail, internet applications, and computerized maintenance management software programs.
- Must have the ability to positively interact with a variety of individuals through direct and non-direct interactions and communications to build relationships with a broad spectrum of customers.
- Must have the ability to communicate effectively in both oral and written communication with a diverse audience both internal and external to the University.
- Must have the ability to prioritize the importance of assets and maintenance tasks and link them to strategic goals.
- Must possess a current motor vehicle operator license and have reliable transportation.
- Must be willing and able to work occasional evening and weekend hours and be on-call to report to work during emergency closures, inclement weather, or significant events that affect campus operations.

PREFERRED QUALIFICATIONS

- Experience working in a unionized environment.
- Experience at a large college or university or other organization of similar size and complexity.
- Familiarity with quality assurance methods.
- Demonstrated experience using programs such as HuskyBuy, CoreCT, and Computer Maintenance Management Systems (CMMS) such as AiM, and strong technical skills to work with database programs and/or enterprise applications.

- Knowledge of applicable laws, regulations, and nationally recognized standards and guidelines, as related to OSHA, NFPA, EPA, etc.
- Familiarity with the International Building Code’s mechanical provisions.
- Working knowledge of AutoCAD and the capability to use it for take-offs.
- Demonstrated skill set for estimating resource hours, material, and sequencing for maintenance tasks.
- Line management experience directly supervising trade crews in a 24/7/365 day operation.

Recruitment activities included:

- UConn Careers Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Facilities & Athletic Management | | | | | | | | | | | | |
| 497168 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected had experience leading the Electrical shop for multiple years and communicated how his acquired knowledge and skills transferred to this role. He had a familiarity with the AiM and Overtime Equalization (OTE) systems and Procurement procedures. He exhibited communication and interpersonal skills, which are necessary for the role. He had experience responding to emergency situations and described how to troubleshoot and take clear steps to address the situation. He demonstrated how to prioritize work while staying within a budget and emphasized safety training for maintenance crews. He gave examples of customer interactions and how he would handle uncomfortable situations. He had experience with organizations such as NFPA, OSHA, NCAA, UConn building officials, EHS, and other committees at UConn. He utilized blueprint plans daily and understood how to use Key Performance Indicators to measure success. He had over 25 years of experience working in a unionized setting.

Category 3: Nonteaching Professional – Finance Acct Budget

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 3-Finance Acct Budget | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-----------------------|----------|----|----------|--------------------------------|-----------------------|-----------|
| 3-Finance Acct Budget | N | WF | 497082 | U Ed Asst 3 | Financial Assistant 1 | 1 |
| | N | AF | Reclass | Admin Program Manager 1 | Finance Manager 1 | 1 |
| | N | AF | Reclass | Grants and Contracts Dvpmt Off | Financial Analyst 1 | 1 |

| | |
|---------------|-------------------------|
| Search Number | 497082 |
| Department | Diversity and Inclusion |
| Title | Financial Assistant 1 |

MINIMUM QUALIFICATION

- Associate degree in a related field and two years of related experience. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

PREFERRED QUALIFICATIONS

- Demonstrated knowledge of Quali Financial System, HuskyBuy, WebFocus, Concur, and/or similar systems with experience preparing and processing all financial transactions and documents, including but not limited to purchase requisitions, submittal, approval, and reconciliation of all invoices, and reconciliation of all Pro-Card and travel card expenses for professional staff.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Finance Acct Budget | | | | | | | | | | | | |
| 497082 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 7 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 0 | 1 | 0 | 0 | 2 | 2 | 0 | 0 | 1 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Qualified applicants: 1 WF, 1 AM

- 1 WF, 1 AM did not have a demonstrated knowledge of Quali Financial System, HuskyBuy, WebFocus, Concur, and/or similar systems with experience preparing and processing all financial transactions and documents, including but not limited to purchase requisitions, submittal, approval, and reconciliation of all invoices, and reconciliation of all Pro-Card and travel card expenses for professional staff.

5 Interviewed applicants: 1 WM, 2 WF, 1 AF, 1 UU

- 1 UU declined the offer.
- 1 WM, 1 AF did not have the required experience working with online financial systems or transferrable skills for this role.
- 1 WF did not have the demonstrated ability to manage multiple departments based on responses to interview questions.

The 1 WF selected had experience working at UConn in a setting of required confidentiality and attention to detail. She was familiar with many of the UConn financial systems, expense reports and allocation, and the CT payroll system. Her demonstrated skills from past roles would be applicable to the multi-departmental work of this position.

Reclass:

The 2 AF candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – Financial Aid and Student Employment

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 3-Financial Aid & Student Emp | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Grants & Contracts

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 3-Grants Contracts | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------|----------|----|----------|---------------------------|--------------------------------|-----------|
| 3-Grants Contracts | Y | WM | 497269 | Financial Assistant 2 | Grants and Contracts Spec | 1 |
| | N | WF | Reclass | Business Ops Specialist 1 | Grants and Contracts Spec | 1 |
| | N | HF | Reclass | Financial Assistant 2 | Grants and Contracts Associate | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Grants Contracts | | | | | | | | | | | | |
| 497269 | | | | | | | | | | | | |
| Unqualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 8 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 15 |

This promotion met a promotional goal.

Reclass:

The 1 WF and 1 HF candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – Health & Safety

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3-Health & Safety | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Information Technology

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 3-Information Technology | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------------|----------|----|----------|--------------------|------------------------------|-----------|
| 3-Information Technology | N | WM | 496574 | Finance Manager 2 | Applications Administrator 2 | 1 |
| | N | WM | 497300 | Firefighter | Network Administrator 2 | 1 |

| | |
|---------------|------------------------------|
| Search Number | 496574 |
| Department | Enterprise Applications |
| Title | Applications Administrator 2 |

MINIMUM QUALIFICATIONS

- Associate's degree and 4 years of related experience OR Bachelor's degree and 2 years of related experience OR 6 years of related experience.
- Experience identifying and troubleshooting technical issues.
- Knowledge of common system-to-system integration practices.
- Excellent oral and written communication skills.
- Demonstrated experience working with diverse groups in a project team setting.

Additional Minimum Qualifications for Application Administrator 2

- Associate's degree and 6 years of related experience OR Bachelor's degree and 4 years of related experience OR 8 years of related experience.
- Evidence of extensive experience supporting and troubleshooting ERP systems (Financial, HR/Payroll, T&E, or Student) in a large data processing environment.
- Experience designing and supporting integrations between one or more systems.
- Excellent troubleshooting, problem-solving and analytical skills.

PREFERRED QUALIFICATIONS

- Two (2) years or more of business analysis/system support experience.
- Experience supporting financial, HR/Payroll, travel and expense, or student applications.
- Experience writing basic SQL.
- Experience leading process improvement efforts.

Additional Preferred Qualifications for Application Administrator 2

- Five (5) years or more of business analysis/system support experience.
- System administration experience with Quali Financials, SAP, Banner, or equivalent.
- Project leadership experience in the development and implementation of financial, payroll, or travel applications.
- Experience designing lightweight workflows with tools such as HCL LEAP, Quali Build
- Knowledge of overnight batch processing/scheduling techniques using tools such as Control-M or equivalent.
- Extensive knowledge in at least 2 of the following: travel and entertainment, procurement, accounts payable, accounts receivable, accounting, capital assets, contracts and grants, and HR/Payroll.
- Experience working in government or higher education.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Divesity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 496574 | | | | | | | | | | | | |
| Unqualified | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 9 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF did not have the required technical and troubleshooting skills or transferable experience as her current role was more of a liaison or project manager between IT and business areas and vendors.

The 1 WM selected had experience developing technical solutions and gathering requirements from his current role. He had SQL and reporting experience, along with a record of administering systems, which were applicable to this role. He had worked with many ITS-supported financial applications such as KFS, Concur and Husky Buy. His references emphasized his customer service skills and his ability to find and address process improvements within their business areas.

| | |
|---------------|-------------------------|
| Search Number | 497300 |
| Department | Network Engr and Design |
| Title | Network Administrator 2 |

MINIMUM QUALIFICATIONS

- Associate's degree in computer science or related discipline and four years of experience; or an equivalent combination of training and experience OR Bachelor's degree in computer science or related discipline and two years of experience, or an equivalent combination of training and experience OR Six years of related experience.
- Demonstrated knowledge and understanding of scripting languages.
- Experience implementing voice and collaboration services in an enterprise network environment.
- Excellent oral and written communication skills.
- Ability to work in a team environment.
- Travel to remote locations throughout the state.
- Ability to work off hours and weekends when necessary. Maintain confidentiality and integrity of information in compliance with University Information Security Policies
- Capable of meeting deadlines and working under pressure.

Additional Minimum Qualifications for Network Administrator 2

- Associate's degree in computer science or related discipline and six years of experience or an equivalent combination of training and experience OR Bachelor's degree in computer science or related discipline and four years of experience or an equivalent combination of training and experience OR Eight years of related experience.
- Demonstrated experience planning, implementing, and supporting voice and collaboration systems and services.

PREFERRED QUALIFICATIONS

- Demonstrated knowledge and experience in Cisco collaboration and Unified Communications systems and endpoints.

- Working experience with design and administration Cisco Unified Communications Manager.
- Understanding of compliance requirements for telecommunications services and systems and best practices.
- Working experience with Cisco Contact Center Express queue design, configuration, and administration.
- Working experience with network technologies including routing and switching, firewalls, IP address management systems, load balancers, and virtualization technologies. Working experience with network monitoring systems and applications.
- Microsoft Teams Voice design, configuration, and administration.
- Ability to work effectively with vendors, staff, and users at all levels.

Additional Preferred Qualifications for Network Administrator 2

- Demonstrated experience with network technologies (routing and switching, firewalls, Virtual Private Networks, Load Balancers, and virtualization) in an enterprise environment.
- Experience in planning and implementing systems to meet compliance for telecommunications regulatory requirements and best practices.
- Experience in the configuration, administration and troubleshooting of Voice over internet Protocol (VoIP) systems and services.
- Experience with configuration of queue/skill scripting and troubleshooting in call center technologies such as Cisco Contact Center Express.
- Experience working with telecommunications carriers and service providers in provisioning and managing voice services delivered via traditional telephone/PBX technology as well as Voice over Internet Protocol (VoIP).

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Dice.com
- Dice Divesity.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Information Technology | | | | | | | | | | | | |
| 497300 | | | | | | | | | | | | |
| Unqualified | 6 | 0 | 3 | 0 | 1 | 0 | 3 | 1 | 0 | 0 | 4 | 18 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 11 | 0 | 3 | 0 | 1 | 0 | 3 | 1 | 0 | 0 | 6 | 25 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Qualified applicants: 2 WM, 1 UU

- 2 WM, 1 UU did not indicate experience or knowledge in Cisco collaboration and Unified Communication Systems and endpoints in their application materials.

3 Interviewed applicants: 2 WM, 1 UU

- 1 WM did not have the necessary level of experience using Cisco VoIP products, Contact Center Express, or call center applications, and preferred to work remotely and did not want to accept an in-person position on campus.
- 1 UU did not have transferable experience to this role as his experience described during the interview was primarily focused on deployment and troubleshooting with an escalation path to engineering support when needed, which is not the role of this position.

The 1 WM selected demonstrated extensive knowledge and experience in all aspects of planning, deploying, and managing a network and voice/collaboration system. He gave a detailed description about the planning and design process required to generate scripts for call centers, demonstrating his awareness of end-user needs and the importance of listening during the design process. He discussed topics with the hiring committee that were specific to their various areas of customer service, technical support, network engineering, and service management. He demonstrated technical knowledge and had performed this role in multiple demanding (enterprise and regulated) industries, working in health care, law enforcement/ public safety, a regulated energy utility, and a multi-state corporation. His examples of planning, design, scripting, and the scale of systems he managed aligned with this role.

Category 3: Nonteaching Professional – Lab & Research Operations

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 3-Lab & Research Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-----------------------------|----------|----|----------|------------------------|-------------------------|-----------|
| 3-Lab & Research Operations | N | WF | 496627 | Academic Asst 1 | Laboratory Technician 3 | 1 |
| | N | WF | 496942 | Animal Care Technician | Animal Care Specialist | 1 |
| | N | HM | 497099 | Animal Care Technician | Animal Care Specialist | 1 |

| | |
|---------------|-----------------------------|
| Search Number | 496627 |
| Department | Materials Science Institute |
| Title | Laboratory Technician 3 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in chemistry or a related field and 4-5 years of experience, or equivalent education and experience.
- Demonstrated ability to adhere to strict hazardous materials safety procedures.
- Excellent interpersonal and communication skills.
- Excellent attention to detail.
- Ability to move containers weighing up to 50lbs to and from locations varying in height from 10 to 36 inches.
- Demonstrated knowledge of laboratory safety operations, including commonly accepted safety practices for handling hazardous materials.
- Proficient in Microsoft Outlook, Word, and Excel.

PREFERRED QUALIFICATIONS

- Prior work experience in a higher education laboratory setting.
- Experience in chemical inventory management.
- Demonstrated ability to work independently to analyze available information, draw conclusions and understanding, and present such conclusions effectively.
- Completion of OSHA 40-Hour HAZWOPER, OSHA Hazard Communication, and/or EPA Resource Conservation and Recovery Act training.
- Experience with procurement tasks and recordkeeping.
- Experience writing and communicating laboratory procedures and outcomes in a professional setting.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- ACS
- AcademicKeys

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 496627 | | | | | | | | | | | | |
| Unqualified | 1 | 3 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 8 |
| Interviewed | 2 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 5 | 2 | 0 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 14 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 2 WM, 2 WF, 1 BM, 1 HF

- 1 WM did not provide detailed answers, have transferable experience, or an understanding of lab procedures and safety requirements.
- 1 WM did not demonstrate an attention to detail regarding proper safety training, compliance, or addressing safety violations.
- 1 WF did not have the required level of experience handling a range of hazardous materials, taking inventory, or completing job duties independently in a higher-level role.
- 1 BM did not demonstrate the necessary communication skills for the position based on their responses to interview questions.
- 1 HF did not demonstrate the level of practical knowledge of job tasks applicable to the role as she gave specific details for work in her current position but was not able to apply it to a broader scope in her responses to interview questions.

The 1 WF selected had knowledge of current University policies and procedures through direct experience. She asked questions and provided thorough answers that demonstrated an understanding of job duties and expectations, including safety practices. She exhibited the necessary communication and interpersonal skills during the interview.

| | |
|---------------|------------------------|
| Search Number | 496942 |
| Department | Animal Care |
| Title | Animal Care Specialist |

MINIMUM QUALIFICATIONS

- Bachelor's degree in animal science, veterinary technology, biology or a related field and two years of related experience; OR an associate's degree in veterinary technology/technical sciences, biology, or a related field and at least four years of experience.
- Demonstrated clinical and technical expertise with a variety of species including providing anesthesia/surgical support.
- Ability to work professionally, cooperatively, and effectively with faculty, technicians, animal care workers, students, inspectors, regulators, and veterinarians. Superior interpersonal skills and the ability to maintain confidentiality are essential.
- Good time management and organization skills with the ability to maintain accurate and compliant records and reports.
- Excellent verbal and written skills with demonstrated computer skills in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.

PREFERRED QUALIFICATIONS

- Active veterinary technician certification/license (CVT, RVT, LVT, LVMT) in good standing in at least one state within the US.
- Certification by the American Association of Laboratory Animal Science at the ALAT Level or ability to attain within 9 months of hire.
- AALAS certification at the LAT or LATg Level.
- Knowledge of standard laboratory practice and research protocols.
- At least two years of work experience with animals in an academic or research environment.
- Knowledge of Federal Animal Welfare Act regulations, IACUC regulations, and the Guide for the Care and Use of Laboratory Animals.
- Familiarity with poultry or small birds or with aquarium fish.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 496942 | | | | | | | | | | | | |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 9 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WM did not demonstrate interpersonal skills or workload prioritization, provide thorough responses, or communicate an understanding of DEI ideas.
- 1 WF did not exhibit communication skills or provide detailed responses to interview questions.

The 1 WF selected had a demonstrated knowledge of all day-to-day aspects of the position and Animal Care Services processes, with several years of field experience at UConn and CRL. She described methods of how she stayed organized, prioritized her workload, and handled conflicts. She further emphasized teamwork, experiential learning, and finding unconventional/ flexible solutions to problems, which correspond to this role. She gave descriptive answers for each interview question and provided applicable examples.

| | |
|---------------|------------------------|
| Search Number | 497099 |
| Department | Animal Care |
| Title | Animal Care Specialist |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field and at least two years of relevant laboratory animal or research experience; OR Associate’s degree and at least four years of relevant laboratory animal or research experience.

PREFERRED QUALIFICATIONS

- Certification by the American Association of Laboratory Animal Science.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- SNEAALAS
- UConn HR Website
- AALAS

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Lab & Research Operations | | | | | | | | | | | | |
| 497099 | | | | | | | | | | | | |
| Unqualified | 0 | 6 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 2 | 6 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 13 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 13 | 2 | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 2 | 25 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

13 Qualified applicants: 2 WM, 6 WF, 1 BM, 1 HM, 1 AF, 2 UU

- 2 WM, 6 WF, 1 BM, 1 HM, 1 AF, 2 UU did not have a certification by the American Association of Laboratory Animal Science.

3 Interviewed applicants: 1 WM, 1 WF, 1 HM

- 1 WM, 1 WF did not demonstrate the ability to work in cooperation with supervisor and researchers/Pis to ensure compliance with federal regulations, approved research protocols, and standards of good health based on incomplete responses to interview questions.

The 1 HM selected had a Bachelor of Science in Animal Science from UConn. He had over eight years' management experience and worked in the laboratory animal setting. His current role was as an Animal Care Technician, and he fully understood the requirements of the Animal Care Specialist position.

Category 3: Nonteaching Professional – Library

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------|----|----|----|----|----|----|----|----|
| 3-Library | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Procurement

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------|----|----|----|----|----|----|----|----|
| 3-Procurement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Remaining Professional

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 3-Remaining Professional | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------------|----------|----|----------|-------------------------|-------------------|-----------|
| 3-Remaining Professional | N | WF | 497362 | Admin Program Support 1 | U Ed Asst 3 | 1 |
| | N | WF | 497712 | Admin Program Manager 3 | Asst Director | 1 |

| | |
|---------------|----------------------------------|
| Search Number | 497362 |
| Department | Vice President for Research |
| Title | University Education Assistant 3 |

MINIMUM QUALIFICATIONS

- Associate’s degree and three to four years of experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity. Education and training may be substituted for years of experience.
- Ability to maintain strict confidentiality and to function effectively in ambiguous situations requiring the exercise of significant judgment and discretion.
- Experience working in a fast-paced, complex, multi-faceted office environment.
- Excellent organizational skills and attention to detail.
- Excellent writing, verbal, and interpersonal communication skills.
- Excellent knowledge of MS Office applications including Word, Excel, PowerPoint, OneDrive, Teams, and Outlook.
- Ability and willingness to travel to other UConn campuses on an as-needed basis.

PREFERRED QUALIFICATION

- Bachelor’s degree and one to three years of administrative experience supporting the operations of an office, supporting management or leadership, or in a related administrative capacity.
- Two or more years of experience with complex scheduling and arranging for related meetings and travel logistics.
- Experience providing executive scheduling/administrative support in a higher education administrative office or similarly complex organization.
- Experience arranging for domestic and international travel.
- Proficiency with administrative technology and tools for scheduling meetings and events; updating directories; marketing or publication on social media, etc.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- UConn Human Resources Page
- Indeed
- Inside Higher Ed Careers
- CT Hires (CT and US DOL Websites)
- OVPR Careers Page
- LinkedIn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497362 | | | | | | | | | | | | |
| Unqualified | 1 | 10 | 2 | 1 | 0 | 2 | 0 | 4 | 0 | 0 | 5 | 25 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 13 | 2 | 1 | 0 | 2 | 0 | 4 | 0 | 0 | 7 | 31 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 3 WF

- 1 WF did not have experience working in higher education or communicate how prior experience would translate to this role.
- 1 WF was selected and is reported in the Hiring Goals Analysis of this Affirmative Action Plan under the same search number.

The 1 WF selected had several years of administrative experience working in higher education. She understood this position and the job duties associated with it. She had proficiency with administrative technology and tools for scheduling meetings and events. She had experience arranging for domestic and international travel. She fully communicated how her related prior experience would transfer to this role.

| | |
|---------------|--------------------|
| Search Number | 497712 |
| Department | Sponsored Programs |
| Title | Assistant Director |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and at least 7 years of progressively responsible experience in research administration, preferably in a public or university environment with a proven record of advanced skill.
- Knowledge of federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance (2 C.F.R. Part 200) as they relate to sponsored program activity.
- Excellent organizational and time-management skills.
- Supervisory experience.
- Ability to work effectively within tight timelines and deadline pressure.
- Excellent oral and written communication and interpersonal skills, with a demonstrated ability to work collaboratively within a team and between teams as well as with constituents external to the Office of the Vice President for Research.
- Evidence of leadership and ability to direct the work of others and a commitment to mentoring, coaching, and developing teams.
- Considerable critical thinking, problem solving crisis management, and decision-making abilities.
- Excellent computer skills that include a good working knowledge of electronic research systems.

PREFERRED QUALIFICATIONS

- Advanced degree (e.g., Master’s in Business, Public Health, or a related field).
- Certified Research Administrator (CRA).
- Supervisory experience managing a sponsored operations team or group.
- Familiarity with and working knowledge of InfoEd software solution.
- Familiarity with and working knowledge of Quali Financial Systems.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC

- Inside Higher Ed
- Diverse Job Boards
- UConn Human Resources Page
- Indeed
- Inside Higher Ed Careers
- CT Hires (CT and US DOL Websites)
- OVPR Careers Page
- Only SPS RESADM-L (Member Listserv)
- National Council of University Research Administrators
- National Grants Management Association
- HigherEdJobs
- LinkedIn
- RESADM-L

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Remaining Professional | | | | | | | | | | | | |
| 497712 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WM’s federal contracting experience was not relatable to this role and did not communicate how his experience would transfer.
- 1 WF did not demonstrate the ability to multitask and balance multiple priorities based on responses to interview questions.

The 1 WF selected had experience in multiple areas of research administration, with a focus on proposal review and submission, contract negotiation, and non-financial post award activity. She had further experience using UConn systems such as InfoEd, KFS, and a variety of external portals. She articulated the active role she played in successful process development.

Category 3: Nonteaching Professional – Residential Life

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 3-Residential Life | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Specialists

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------|----|----|----|----|----|----|----|----|
| 3-Specialist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 3: Nonteaching Professional – Student health & Welfare

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 3-Student Health/Welfare | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------------|----------|----|----------|-------------------------|------------------------------|-----------|
| 3-Student Health/Welfare | N | WF | Reclass | Admin Program Support 2 | Medical & Admin Support Asst | 1 |

Reclass:

The 1 WF’s promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 3: Nonteaching Professional – Student Prgm Coord & Mngmt

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 3-Student Prog Coord/Mngmt | 6 | 0 | 0 | 2 | 1 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|----------------------------|----------|----|----------|-------------------------------|--------------------------------|-----------|
| 3-Student Prog Coord/Mngmt | Y | WM | 496985 | Academic Advisor 2 | Student Services Prog Mngr 2 | 1 |
| | Y | BF | Reclass | U Ed Asst 2 | Student Services Program Admin | 1 |
| | Y | HM | 497064 | Academic Advisor 1 | Student Services Prog Coord | 1 |
| | N | WF | 496739 | Educational Program Manager 1 | Student Services Prog Mngr 2 | 1 |
| | N | WF | Reclass | Admissions Manager | Student Services Prog Mngr 2 | 1 |
| | N | HM | 497597 | Office Assistant | Student Services Prog Assist 2 | 1 |
| | N | HF | 496714 | Admin Program Support 4 | Student Services Program Admin | 1 |
| | N | HF | 497597 | Office Assistant | Student Services Prog Assist 2 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496985 | | | | | | | | | | | | |
| Unqualified | 8 | 2 | 2 | 6 | 1 | 2 | 1 | 0 | 0 | 0 | 4 | 26 |
| Interviewed | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Withdrawn | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 9 | 6 | 3 | 6 | 1 | 2 | 1 | 0 | 0 | 0 | 6 | 34 |

This promotion met a promotional goal.

The 1 WF, 1 BF candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The promotion of the 1 BF met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497064 | | | | | | | | | | | | |
| Unqualified | 2 | 12 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 19 |
| Interviewed | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 7 |
| Withdrawn | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 17 | 0 | 3 | 2 | 1 | 0 | 1 | 0 | 0 | 3 | 31 |

This promotion met a promotional goal.

| | |
|---------------|------------------------------------|
| Search Number | 496739 |
| Department | Enrichment Programs |
| Title | Student Services Program Manager 2 |

MINIMUM QUALIFICATIONS

- Master's degree in a related field.
- Five years of relevant experience in advising or student support roles.
- Professional experience in advising undergraduate students.
- Ability to successfully advise undergraduate students and interpret educational records and data related to student academic performance, progress, and outcomes.
- Knowledge of advising practices for pre-professional health and/or law students.
- Demonstrated experience prioritizing diversity, equity, and inclusion in practice.
- Excellent administrative and organizational skills, including the ability to identify and resolve complex administrative problems.
- Demonstrated ability to create systems and processes to enhance the efficiency of programs and services and/or to resolve complex program problems.
- Excellent interpersonal skills and ability to work effectively with faculty, staff, students, alumni, and administrators, as well as external constituents and the public.
- Experience with professional staff supervision.

PREFERRED QUALIFICATIONS

- Ed.D. or Ph.D. in related academic discipline.
- Professional work experience at a large research university, including at least one (1) year in a leadership role.
- Demonstrated experience advising pre-professional students in a professional capacity.
- Experience in program and/or project assessment.
- Skills in survey design and data analysis.
- Experience in large-scale program implementation and/or support.
- Evidence of creative use of resources to solve organizational challenges.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496739 | | | | | | | | | | | | |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 2 | 9 |
| Interviewed | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrawn | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 8 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 2 | 17 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 2 WM, 3 WF

- 1 WF did not have experience advising pre-professional students in a professional capacity.
- 1 WF answered questions in overly broad terms with specific details relating to the type of experiences pre-professional students needed to be strong candidates for professional schools.
- 1 WM’s responses to interview questions were rambling and he made statements about immigrant students that were not appropriate for the position.
- 1 WM was not able to communicate how he would increase outreach and support to the underrepresented population of students and did not have a holistic approach to advising.
- 2 WM did not have experience advising pre-professional students in a professional capacity.

The 1 WF selected had academic and co-curricular advising experience, had worked on curricular matters, supervisory experience, Additionally, she had a holistic approach to advising, understands the large state university experience for students as well as experience advising pre-professional students in a professional capacity.

| | |
|---------------|--------------------------------------|
| Search Number | 497597 |
| Department | One Stop Student Services |
| Title | Student Services Program Assistant 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree in an appropriate field and two years of full-time employment in a related area, or equivalent combination of education and experience.
- Demonstrated experience in a high-volume, rapidly changing customer service setting.
- Ability to pay attention to detail, work within deadlines, and make decisions.
- Excellent oral and written communication skills.
- Demonstrated administrative, organizational, and problem-solving aptitude.
- Familiarity with electronic data processing.
- Ability to establish rapport with students and parents and to maintain effective working relationships with faculty and staff.

PREFERRED QUALIFICATIONS

- Three-plus years of related experience
- Previous higher education experience at a large university.
- Demonstrated knowledge of recordkeeping systems and ability to be precise with quantitative data.
- Experience with a student information system (Peoplesoft preferred) or another large database, scanning software.
- Ability to read and interpret policies (internal, university, and State of Connecticut).
- Knowledge of FERPA.
- Fluent in a second language in both written and verbal communication.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 497597 | | | | | | | | | | | | |
| Unqualified | 10 | 13 | 2 | 2 | 2 | 4 | 0 | 1 | 0 | 0 | 0 | 34 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 2 | 10 |
| Withdrawn | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Grand Total | 10 | 18 | 2 | 3 | 3 | 9 | 0 | 1 | 0 | 0 | 2 | 48 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

12 Interview applicants: 3 WF, 1 BF, 1 HM, 5 HF, 2 UU

- 1 WF selected and is reported in the Hiring Goals Analysis of this Affirmative Action Plan under the same search number.
- 3 WF, 1 BF, 3 HF, 1 UU did not have the necessary experience in a high call volume setting as their previous customer service positions services smaller populations.
- 1 HF, 1 UU did not have any experience in a higher education environment.

The 1 HM selected had experience working in a high-volume, large higher education setting, with additional experience in high stress customer service settings. His prior experience in a higher education setting gave him the ability to establish a rapport with both students and parents.

| | |
|---------------|--|
| Search Number | 496714 |
| Department | Enrichment Programs |
| Title | Student Services Program Administrator |

MINIMUM QUALIFICATIONS

- Bachelor's degree in counseling, education, or a related field.
- 5 years of experience working with students in a professional advising and counseling role. 1 year of experience must be serving as an advanced team member.
- Demonstrated experience planning, coordinating, and implementing program services and activities.
- Excellent written and oral communication skills.
- Excellent organizational skills and demonstrated ability to manage multiple short- and long-term projects.
- Proven ability to manage and perform administrative functions.
- Experience working with diverse, underrepresented, and/or first-generation students.
- Proven ability to work collaboratively as part of a team.
- Ability to successfully advise undergraduate students and interpret educational records and data related to student academic performance and progress.
- Willingness and ability to work occasional evening and weekend hours as needed to support program events and activities.

PREFERRED QUALIFICATIONS

- Master's degree.
- Professional work experience at a large university.
- Experience working with high-achieving students in an advising capacity.
- Work experience in a health-related and/or legal field.

- Professional experience with supervision of student staff.
- Demonstrated ability to troubleshoot problems that interfere with the student's academic progress and experience in working to resolve them effectively.
- Experience with assessment and program evaluation.
- Proven ability to work independently and solve problems and approach challenges in a flexible and/or creative way.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- National Association of Advisors for the Health Professions
- Northeast Association of Advisors for the Health Professions
- Northeast Association of Pre-Law Advisors
- Program social media
- Personal social media
- Council on Honors Education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------------|-----------|-----------|----------|----------|----------|-----------|----------|----------|----------|----------|-----------|-------------|
| 3-Student Prog Coord/Mngmt | | | | | | | | | | | | |
| 496714 | | | | | | | | | | | | |
| Unqualified | 8 | 35 | 1 | 6 | 1 | 11 | 0 | 0 | 0 | 0 | 9 | 71 |
| Qualified | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 2 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Withdrawn | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Offer Declined | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 10 | 49 | 2 | 8 | 1 | 13 | 0 | 0 | 0 | 0 | 11 | 94 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Qualified applicants: 4 WF, 2 BF

- 4 WF, 2 BF did not have professional experience with supervision of student staff.

11 Interviewed applicants: 2 WM, 3 WF, 2 HF

- 3 WF declined the offer.
- 1 WM stated that administrative details were not one of his strengths and he did not provide concrete examples to all interview questions.
- 1 WM, 1 WF did not exhibit the necessary communication skills when they were unable to thoroughly answer interview questions.

- 1 WF did not fully answer questions and demonstrate a detailed understanding of advising practices, student development and learning or best practices for advising students in this supplemental space.
- 1 WF did not have the holistic student advisory experience transferable to this role.
- 1 WF, 1 HF did not demonstrate a knowledge of how to advise students and gave incomplete responses to interview questions.

The 1 HF selected had advising experience at the regional campus and in Residential Life. She provided concrete examples of previous work and how it was related to this position. She demonstrated an understanding of the role advisors play in the academic careers of students, and shared the professional experience she gained working on a large campus. She provided specific details about projects that she created and ways in which she practiced inclusion.

Category 3: Nonteaching Professional – U STAFF PROF 2

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------|----|----|----|----|----|----|----|----|
| 3-USP 2 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 1 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|------------|----------|----|----------|--------------------------------|------------------------|-----------|
| 3-USP 2 | Y | AM | Reclass | U Staff Professional 1 | U Staff Professional 2 | 1 |
| | Y | AF | Reclass | U Staff Professional 1 | U Staff Professional 2 | 1 |
| | N | WF | 496396 | Sr Student Services Prog Admin | U Staff Professional 2 | 1 |
| | N | WF | 496981 | Sr Student Services Prog Admin | U Staff Professional 2 | 1 |
| | N | WF | 497279 | Academic Advisor 2 | U Staff Professional 2 | 1 |
| | N | WF | Reclass | Financial Analyst 3 | U Staff Professional 2 | 1 |
| | N | WF | Reclass | Sen Ed Program Administrator | U Staff Professional 2 | 1 |

Reclass:

The 2 WF, 1 AM, and 1 AF candidates’ promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees performed duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The promotion of the 1 AM and 1 AF met promotional goals.

| | |
|---------------|---------------------------------|
| Search Number | 496396 |
| Department | Enrollment Planning and Mgmt |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Master’s degree in student affairs and higher education, program evaluation, or a related field
- Five years of related experience
- Strong skills in quantitative and/or qualitative data analysis
- Experience using and managing assessment and evaluation technologies including survey tools (Qualtrics, Baseline, Survey Monkey, and statistical software packages [SPSS, SAS, R, etc.]
- Demonstrated experience assessing programs and services.
- Demonstrated experience influencing or leading staff outside of line supervision.
- Experience developing and delivering trainings and workshops.
- Experience developing large-scale planning.

- Must have a demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues.
- Experience working with diverse populations.
- Demonstrated ability to effectively communicate with the ability to present complex analyses of data to varied audiences.

PREFERRED QUALIFICATIONS

- Demonstrated ability to effectively communicate with the ability to present complex analyses of data to varied audiences.
- Professional certification or graduate certificate in one or more of the following: program evaluation and assessment, statistics and analytics, project management, strategic planning, performance management, or similar
- Experience developing and leading the assessment efforts in a student affairs or other higher education context.
- Professional experience in student affairs
- Understanding of current issues and trends in higher education, including student learning and development

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- HERC
- Inside Higher Ed
- Diverse Jobs
- Indeed
- WomanAndHigherEd.com
- VeteransinHigherEd.com
- DisabledInHigherEd.com
- NativeAmericansInHigherEd.com
- BlacksInHigherEd.com
- LGBTInHigherEd.com
- AsiansInHigherEd.com
- HispanicsInHigherEd.com
- CTHires.com

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 496396 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 | 9 |
| Interviewed | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 6 | 5 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 4 | 20 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

6 Interviewed applicants: 3 WM, 2 WF, 1 BM

- 1 WM did not provide clear explanations of what assessment tools and methods he had experience utilizing.
- 1 WM acknowledged in his interview that he did not have hands on assessment experience and had not lead assessment efforts.
- 1 WM, 1 WF did not have the experience teaching, training, or assessment experience and did not give specific question answers.
- 1 BM did not have experience in student affairs and higher education did not include developing and leading assessment efforts.

The 1 WF selected had a range of assessment experience, such as teaching and mentoring skills around assessment. She understood the student experience, with a collaborative equity and access lens. She had experience working with assessments to understand root causes/questions and assisting others in learning technical assessment skills. She also had a knowledge of UConn processes/procedures and systems as well as the environment of Student Affairs.

| | |
|---------------|---------------------------------|
| Search Number | 496981 |
| Department | Community Standards |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Master's degree in higher education, student affairs, or a related field.
- Five plus years of progressive experience in higher education.
- Experience supervising professional staff and working within a student conduct system.
- Experience in managing conduct management software such as Maxient.
- Significant knowledge and expertise in Title IX, Clery, and other key compliance issues.

PREFERRED QUALIFICATIONS

- 7 plus years of managing student conduct which includes policy development, investigations, and resolutions.
- Previous experience supervising professional staff.
- Demonstrated ability to prioritize tasks in a dynamic, fast-paced climate with competing priorities.
- Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.
- Exceptional interpersonal and organizational skills.
- Excellent verbal and written communication skills with strong attention to detail.
- Ability to engage in difficult conversations.
- Active involvement in related professional organizations.
- Demonstrated understanding of and stated commitment to diversity, inclusion, and equity issues within a student conduct setting.
- Demonstration of a commitment to delivering equitable, inclusive, and accessible student conduct experiences.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- higheredjobs.com
- Division of Student Affairs Website
- ASCA

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 496981 | | | | | | | | | | | | |
| Unqualified | 2 | 3 | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 12 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 5 | 3 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 3 | 18 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

5 Interviewed applicants: 2 WM, 2 WF, 1 UU

- 1 WM did not have the required level of education and training for current Title IX or Sexual Misconduct experience provided vague answers to questions regarding competing priorities and analyzing varying information to make a decision.

- 1 WM did not have direct compliance policy training/knowledge, the preferred seven years of managing student conduct, or experience in supervising, regulation, or investigation.
- 1 WF did not have direct experience investigating Title IX or sexual misconduct cases and her prior experience was reporting Residential Life conduct for a small institution.
- 1 UU did not fully respond to questions specifically those related to investigations and jurisdiction, and did not have practical, investigative, or Title IX and sexual misconduct

The 1 WF selected had experience supervising professional staff while working in Residential Life and in her prior position at Western New England University. She had over ten years of experience working in student conduct areas. She gave examples of various compliance training she took and discussed how to implement policy and other compliance regulations. She was able to clearly communicate and had an ability to balance priorities and work independently in a fast-paced work environment. She had recent experience in the Office of Community Standards and its procedures and practices and provided examples of how to advance office operations, such as further training staff, finding strategies to promote the office, and more. Additionally, she communicated a knowledge of student conduct and thoroughly answered interview questions.

| | |
|---------------|---------------------------------|
| Search Number | 497279 |
| Department | University Compliance |
| Title | University Staff Professional 2 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree and three to five years of experience in compliance or related field.
- Experience and working knowledge utilizing educational tools and programs such as Articulate360, Saba Learning Management System, Vyond, Constant Contact, or similar programs.
- Experience developing and implementing education and training programs including facilitation of live training and/or workshops.
- Experience with program evaluation including data collection and analysis.
- Effective communication and organization skills with a strong attention to detail.

PREFERRED QUALIFICATIONS

- Advanced degree preferred in related field.
- Five to seven years of experience in compliance or related field.
- Experience working at an institution of higher education and/or academic medical center setting.
- Designation as a Certified Compliance and Ethics Professional (CCEP) or equivalent.
- Degree or certification related to education and training design and development or equivalent.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- LinkedIn
- Lifeline
- Daily Digest
- HigherEd

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 2 | | | | | | | | | | | | |
| 497279 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 1 | 2 | 1 | 1 | 2 | 1 | 0 | 0 | 2 | 13 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 6 | 1 | 2 | 1 | 1 | 2 | 1 | 0 | 0 | 4 | 21 |

The Unqualified applicants did not meet the minimum qualifications for the job posting.

1 Qualified applicant: 1 UU

- 1 UU did not have five to seven years of experience in compliance or a related field.

6 Interviewed applicants: 2 WM, 4 WF

- 2 WM, 2 WF did not accurately answer questions related to compliance topics.
- 2 WF's training presentations were not detailed and did not describe their knowledge of compliance issues.

The 1 WF selected had the necessary presentation skills that would be transferrable to facilitating training programs and workshops, which was part of the role. She provided examples of strategic ideas to implement that aligned with the department. She provided detailed answers to interview questions demonstrating her knowledge of the position.

Category 3: Nonteaching Professional – U STAFF PROF 3

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------|----|----|----|----|----|----|----|----|
| 3-USP 3 | 0 | 1 | 1 | 2 | 1 | 2 | 1 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|----------------|----------|----|----------|----------------------------|------------------------|-----------|
| 3-USP 3 | Y | WF | 497421 | U Staff Professional 2 | U Staff Professional 3 | 1 |
| | Y | AM | Reclass | U Staff Professional 1 | U Staff Professional 3 | 1 |
| | N | WM | 497205 | Functional Specialist | U Staff Professional 3 | 1 |
| | N | WM | 497329 | Facilities Manager 2 | U Staff Professional 3 | 1 |
| | N | WM | Reclass | Facilities Manager 3 | U Staff Professional 3 | 2 |
| | N | WM | Reclass | Finance Manager 2 | U Staff Professional 3 | 1 |
| | N | WM | Reclass | U Staff Professional 2 | U Staff Professional 3 | 1 |
| | N | WF | 497450 | U Staff Professional 2 | U Staff Professional 3 | 1 |
| | N | WF | 497604 | U Staff Professional 1 | U Staff Professional 3 | 1 |
| | N | WF | Reclass | Educational Program Mngr 3 | U Staff Professional 3 | 1 |
| | N | WF | Reclass | Finance Manager 2 | U Staff Professional 3 | 1 |
| | N | WF | Reclass | Physician | U Staff Professional 3 | 1 |
| | N | WF | Reclass | U Staff Professional 2 | U Staff Professional 3 | 1 |

Reclass:

The 4 WM, 4 WF, and 1 AM candidates’ promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The promotion of the 1 AM met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 497421 | | | | | | | | | | | | |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |

This promotion met a promotional goal.

| | |
|---------------|---------------------------------|
| Search Number | 497205 |
| Department | FO Business Service Center |
| Title | University Staff Professional 3 |

This search was open to current UConn employees only.

MINIMUM QUALIFICATIONS

- Must be a current UConn employee.
- Bachelor’s degree and ten (10) years of related experience; OR a master’s degree and eight (8) years of related experience; OR a combination of education and/or related experience totaling fourteen (14) years of progressive management experience in a large, complex setting or in a similar environment.
- Five (5) years of experience strategizing, planning, and overseeing operational services in a complex organization.
- Experience supervising staff.
- Knowledge of the UConn Storrs campus building locations and infrastructure.
- Experience with UConn systems applications and Public Safety operations and protocols.
- Demonstrated ability to translate long-term strategies into day-to-day operations aligning resources with goals in an environment of competitive demands and resources.
- Highly technical and demonstrated experience assessing end users’ business needs, identifying complex issues, and developing creative solutions to meet identified business requirements.
- Experience prioritizing work and meeting time-sensitive deadlines, including follow-through while balancing and prioritizing multiple activities and responsibilities.
- Demonstrated experience in increasing procedural efficiencies using software applications.
- Demonstrated change management concepts and strategies including excellent communication skills.
- Ability to work effectively with a variety of constituents including administrators, staff, internal departments, external agencies/groups, and the public.
- Must be available to report to or remain at work during emergency closures, emergency repairs, or significant events that affect operations.

PREFERRED QUALIFICATIONS

- Three (3) years of experience running a high-volume call center operation in a university setting.
- Five (5) years of experience as an Applications Administrator.
- Experience using an Enterprise Asset Management Software Application and Integrated Workplace Management System (IWMS) such as AiM.
- Five (5) years of experience with report writing tools such as WebFocus, BIRT, PowerBI, and AimIQ.

- Proven experience managing vendors and contractors and administering contracts to complete operational functions.
- Experience using the Quali Financial System and creating WebFocus reports.
- Excellent analysis and project management skills.
- Knowledge of and/or familiarity with University Procurement policies and procedures.
- Experience using HuskyBuy, UConn’s eProcurement portal.
- Experience leading software implementation.
- Experience in a public institution or in higher education similar in size and complexity to the University of Connecticut.

Recruitment activities included:

- UConn Careers Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 497205 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

1 Interviewed applicant: 1 WM

The 1 WM selected had a background in implementing software applications and demonstrated a knowledge of campus infrastructure. He gave detailed answers to convey this background. He discussed the long-term solution assessing the technical needs of the department to implement a new work order system to enhance efficiency for the department and its technicians. He communicated his range of experience and gave examples of prioritizing multiple work items for various constituents while maintaining deadlines. He had experience managing leadership needs, and working with AIM, BCA and many other applications that have enhanced the department and the University. He demonstrated a thorough understanding of the technician’s need to complete work orders efficiently and move smoothly through the process.

| | |
|---------------|---------------------------------|
| Search Number | 497329 |
| Department | FO Energy and Trade Services |
| Title | University Staff Professional 3 |

This search was open to current UConn employees only.

MINIMUM QUALIFICATIONS

- Must be a current UConn Employee.

- Bachelor's degree in engineering, facilities management, business, or a related field or equivalency of training and work experience.
- Must have five (5) years managing large work crews in multiple trades in a large, complex environment that includes front-line management for operations crews overseeing technically sophisticated utility/energy facilities and infrastructure.
- Must have five (5) years of experience managing a distributed utility system involving no fewer than three (3) of the following: steam, chilled water, domestic water, reclaimed water, sewer, and electrical power in a campus or municipality.
- Must have five (5) or more years of experience with OSHA 1926 and other related requirements for switching and tagging, requirements for electrical transmission and distribution lines.
- Must be adept in mechanical and electrical disciplines.
- Must have extensive knowledge to ensure compliance with all federal, state, and local laws and ordinances affecting scheduled and emergency repairs to infrastructure both on and off campus.
- Must be a proven leader with the ability to translate long-term strategies into day-to-day operations.
- Knowledge of budgeting methods and zero-based budget process, budget projections, and cost control.
- Must have strong interpersonal skills as well as excellent verbal and written communication.
- Must have the ability to establish and maintain effective working relationships with the University community.
- Must be able to create a scope of work and read and interpret complex engineering/architectural drawings and contract documents.
- Must be proficient in MS Office. Must have experience with project controls systems/tools, project management software, and/or asset management systems.
- Must have dependable transportation and a valid driver's license and be able to respond to calls on a 24/7 basis for emergencies, campus closures, inclement weather, and campus events that affect the campus.

PREFERRED QUALIFICATIONS

- Master's degree in engineering or related field.
- Experience managing a multi-million-dollar energy portfolio.
- Experience using a CMMS such as Asset Works, AiM, and SCADA systems.
- Experience managing a unionized and non-unionized workforce.
- Experience working in a higher education environment or similar.
- Knowledge of Global Imaging Systems (GIS), Computer Aided Drafting and Design (Auto Cad and Database software (Access)).
- Industrial or municipal water treatment experience.

Recruitment activities included:

- UConn Careers Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 497329 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

1 Interviewed applicant: 1 WM

The 1 WM selected had the required level of technical knowledge based on the documentation provided as well as the clearly articulated responses to interview questions. He had experience in managing direct reports and influencing peer stakeholders in union and non-union environments through his current position leading the training and operations for the new Supplemental Utility Plant as an engineer. He had knowledge of compliance with Federal, State, Local, and University regulations, policies, and procedures. In his interview, he also provided examples of his experience with project management skills such as budgeting, scheduling, change ordering, work quality, and delay impacts.

| | |
|---------------|---------------------------------|
| Search Number | 497450 |
| Department | Vice President for Research |
| Title | University Staff Professional 3 |

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- Five (5) years of human resources and employment relations experience in a large, complex organization.
- Experience in hiring, onboarding, and recruiting employees.
- Knowledge of State of CT and University Collective Bargaining Agreements.
- Knowledge of University policies related to human resources.
- Experience supervising staff and/or serving as an administrative lead or advisor in an HR/employee relations capacity.
- Demonstrated ability to resolve complex administrative problems.
- Demonstrated experience in increasing procedural efficiencies.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and a high degree of emotional intelligence.
- Ability to work effectively with university administrators, staff, internal departments, and external agencies/groups, and the general public.

PREFERRED QUALIFICATIONS

- Master’s degree in business or human resources, organizational management, public administration, or a related field.
- [SHRM-CP](#) or [SHRM-SCP](#) certification.
- Experience with Peoplesoft applications.
- Experience working in a centralized human resources or employee/labor relations unit in a unionized environment.
- Experience in a public institution or in higher education similar in size and complexity to the University of Connecticut.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- OVPR Website
- SHRM Website
- UConn HR Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 497450 | | | | | | | | | | | | |
| Unqualified | 1 | 10 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 3 | 17 |
| Qualified | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 14 | 0 | 1 | 2 | 0 | 0 | 2 | 0 | 0 | 3 | 24 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WF, 1 HM, 1 AF

- 1 WF did not have a master’s degree in business or human resources, organizational management, public administration, or a related field.
- 1 HM, 1 AF did not have the necessary experience in human resources in a large and complex higher education setting.

4 Interviewed applicants: 1 WM, 3 WF

- 1 WM, 1 WF did not have the necessary level of research administration for this role.
- 1 WF did not have the required level of broad-based general Human Resources experience as her experience was focused on labor relations and employment law.

The 1 WF selected had the required level of labor relations experience and a comprehensive Human Resources generalist background. She had direct experience in the business of research administration, such as understanding the needs and challenges of the research administration profession. She also had the necessary level of knowledge of a higher education environment.

| | |
|---------------|--|
| Search Number | 497604 |
| Department | UConn Library |
| Title | University Staff Professional 3 & Assistant Dean |

This search was open to current UConn employees only

MINIMUM QUALIFICATIONS

- Current University of Connecticut employee.
- Master’s degree or higher in library or information science or other relevant discipline.
- Minimum ten years of increasingly responsible, professional, relevant work experience, with expertise in library administration, personnel, and organizational development functions.
- Demonstrated leadership skills, including keen analytical abilities, the ability to influence and manage change, and delegate responsibility appropriately.
- Demonstrated interpersonal and public communication skills including the ability to serve as an advocate and spokesperson for UConn Library.
- Proven success with supervision, staff development, and mentoring.
- Experience in finance and budget management, with a sound understanding of the library’s unique budgetary needs and processes.
- Ability to work creatively, collaboratively, and effectively and to be a leader in promoting teamwork, diversity, equality, and inclusiveness within UConn Library and the University.
- Ability to build successful partnerships at the local, regional, and national levels.

Recruitment activities included:

- UConn Careers Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP 3 | | | | | | | | | | | | |
| 497604 | | | | | | | | | | | | |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Interviewed applicant: 1 WF

The 1 WF selected demonstrated the required level of knowledge for this role through her work as the Director of Organizational Effectiveness in the UConn Library since July 2019. She described her experiences relative to diversity, equity, inclusion, accessibility, and justice in her responses to interview questions. She also communicated a plan for improving the collaboration and service orientation of the area.

Category 3: Nonteaching Professional – University Staff Professional Other Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 3-USP All Other Titles | 4 | 0 | 0 | 1 | 0 | 1 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|------------------------|----------|----|----------|-------------------------|------------------------|-----------|
| 3-USP All Other Titles | Y | WM | 497626 | U Staff Professional 2 | U Staff Professional 4 | 1 |
| | Y | WM | 497639 | Admin Program Support 2 | U Staff Professional 1 | 1 |
| | Y | WM | Reclass | U Staff Professional 3 | U Staff Professional 4 | 1 |
| | N | WF | Reclass | Financial Analyst 1 | U Staff Professional 1 | 1 |
| | N | WF | Reclass | U Ed Asst 1 | U Staff Professional 1 | 1 |
| | N | AF | 497194 | U Ed Asst 3 | U Staff Professional 1 | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497626 | | | | | | | | | | | | |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This promotion met a promotional goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497639 | | | | | | | | | | | | |
| Unqualified | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrawn | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 9 |

The 1 WM met a promotional goal.

Reclass:

The 1 WM and 2 WF candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The promotion of the 1 WM met a promotional goal.

| | |
|---------------|---------------------------------|
| Search Number | 497194 |
| Department | Human Resources Operations |
| Title | University Staff Professional 1 |

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Two years of experience in human resources, payroll, or another related administrative area.
- Excellent written and oral communication skills, including strong public speaking skills.
- Demonstrated ability to communicate and interact well with people of all ages and diverse backgrounds.
- Demonstrated ability to exercise a high level of discretion and good judgment as well as work collaboratively and foster effective relationships with a broad range of constituents, including administrators, faculty, staff, and union leaders.
- Demonstrated experience with Microsoft Office Suite with particular strengths in Word and PowerPoint.
- Demonstrated attention to detail and strong organizational skills.

PREFERRED QUALIFICATIONS

- Relevant experience related to workers' compensation and/or leave administration (FMLA), preferably in an academic institution.
- Demonstrated experience preparing and delivering presentations and training.
- Work experience in a unionized environment.
- Experience with PeopleSoft.

Recruitment activities included:

- UConn Careers Website
- Listserv HERC
- Inside Higher Ed
- Diverse Job Boards
- Society for Human Resource Management
- College and University Professional Association for Human Resources

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 3-USP All Other Titles | | | | | | | | | | | | |
| 497194 | | | | | | | | | | | | |
| Unqualified | 2 | 4 | 0 | 0 | 1 | 5 | 0 | 0 | 0 | 0 | 2 | 14 |
| Qualified | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 9 | 0 | 0 | 1 | 5 | 0 | 1 | 0 | 0 | 3 | 23 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

6 Qualified applicants: 2 WM, 4 WF

- 2 WM, 4 WF did not indicate experience related to workers' compensation and/or leave administration (FMLA), preferably in an academic institution in their application materials.

3 Interviewed applicants: 1 WF, 1 AF, 1 UU

- 1 UU did not answer the questions related to workers compensation, ADA, and did not experience processing FMLA or Worker's compensation claims.

The 1 AF selected had the required level of knowledge related to Workers' Compensation, ADA, and FMLA. She described in detail her level of experience in HRIS systems and workflow related to the position. She also demonstrated collective bargaining experience by providing thorough explanations.

Category 4: Administrative Assistant

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 4-Admin Assistant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 4: Office Assistant

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------|----|----|----|----|----|----|----|----|
| 4-Office Asst | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 4: Clerical Remaining – All Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 4-Clerical Remaining | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 0 |

No promotional activity occurred in this category.

Category 5: Technical Paraprofessional – All Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 5-Paraprofessional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 6: Qualified Craft Worker – All Titles

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 6-Qualified Craft | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 7B: Maintenance/Service – Protective Service Fire

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Fire | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 7B: Maintenance/Service – Protective Services Firefighter

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Firefighter | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-----------------------------|----------|----|----------|--------------------|-------------------|-----------|
| 7B-Protect Srvc Firefighter | Y | BM | Target | PSTrne(Fire) | Firefighter | 1 |

The 1 BM successfully completed training and probational requirements and was promoted to the target class of Firefighter.

This promotion met a promotional goal.

Category 7B: Maintenance/Service – Protective Service Police

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Police | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|------------------------|----------|----|----------|----------------------|-------------------|-----------|
| 7B-Protect Srvc Police | Y | WM | 496451 | Police Officer (Unc) | PoliceSgt (Uncl) | 1 |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7B-Protect Srvc Police | | | | | | | | | | | | |
| 496451 | | | | | | | | | | | | |
| Unqualified | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Withdrawn | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 7 |

This promotion met a promotional goal.

Category 7B: Maintenance/Service – Protective Service Police Officer

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------------|----|----|----|----|----|----|----|----|
| 7B-Protect Srvc Police Officer | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|--------------------------------|----------|----|----------|-------------------------------|----------------------|-----------|
| 7B-Protect Srvc Police Officer | Y | BM | Target | ProtSrvTrainee(Police)(Uncls) | Police Officer (Unc) | 2 |
| | N | WM | Target | ProtSrvTrainee(Police)(Uncls) | Police Officer (Unc) | 1 |

1 WM and 1 BM successfully completed training and probational requirements and were promoted to the target class of Police Officer.

The promotion of the 1 BM met a promotional goal.

Category 7: General Trades Worker Storrs

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 7-General Trade Wkr | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 7: Service Maintenance – Lead Custodian Storrs

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------|----|----|----|----|----|----|----|----|
| 7-Lead Custodian | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 1 |

No promotional activity occurred in this category.

Category 7: Service Maintenance – Custodian

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------|----|----|----|----|----|----|----|----|
| 7-Service Maint | 0 | 0 | 1 | 0 | 7 | 5 | 0 | 0 |

No promotional activity occurred in this category.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------|----|----|----|----|----|----|----|----|
| 7-Service Maint | 0 | 0 | 1 | 0 | 7 | 5 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-----------------|----------|----|----------|---------------------------|-------------------|-----------|
| 7-Service Maint | N | WM | 496899 | QCW(Carpy) | MaintSupv2(Genl) | 1 |
| | N | WM | 496900 | QualifiedCrftWrk(Roofing) | MaintSupv1(Genl) | 1 |
| | N | WM | 497684 | LeadCustodian | Storekeeper | 1 |

| | |
|---------------|------------------------------------|
| Search Number | 496899 |
| Department | FO Structural Shop Services |
| Title | Maintenance Supervisor 2 (General) |

This position was open to UConn NP-2 employees only.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

- Six (6) years of experience in the maintenance and repair of buildings.

Note: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier, or large compound may be substituted for the General Experience on a year for year basis.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

- Four (4) years of the General Experience must have included performing skilled tasks in either the maintenance and repair of buildings or the military experience referenced above.

Note: For State Employees the Special Experience is interpreted at or above the level of Skilled Maintainer.

PREFERRED QUALIFICATIONS

- Considerable knowledge of how to construct custom cabinetry and furniture and how to repair or modify furniture.
- Strong leadership skills are an important qualification for this position.
- Experience using computer software such as AiM, Microsoft Excel, Word, and Outlook.
- Demonstrated experience in the use of computerized maintenance management software (CMMS) and their use in the automation of such functions as service request/work order processing and work scheduling is preferred.

- Extensive knowledge of the management and removal of regulated materials including asbestos, mold, lead, and PCBs, as well as knowledge of applicable laws, regulations, nationally recognized standards, and guidelines, as related to occupational safety and health is desired.
- Proficiency in the use of an iPad or similar technology.
- Demonstrated experience in the supervision of employees in the trades of Carpentry, Glass, Roofing, and Locksmithing.
- Participation in job searches as a member of the hiring team.
- Experience working with University purchasing systems such as Fastenal and HuskyBuy.
- Experience working with the University payroll system CORE.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to travel.
- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
- A physical examination may be required.

Recruitment activities included:

- UConn Careers Website
- Facilities Operations Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 496899 | | | | | | | | | | | | |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected demonstrated the necessary level of knowledge in a variety of trade areas such as locksmithing, glass and window installation, as well as roofing and carpentry through his detailed examples to interview questions. He had experience in leading and supervising large crews and hiring personnel. He also had experience with the administrative tasks required of a

supervisor such as assigning work, monitoring the status of jobs in the AiM CMMS system, ordering material through HuskyBuy and Fastenal, and reviewing and approving timecards in the CORE-CT system.

| | |
|---------------|------------------------------------|
| Search Number | 496900 |
| Department | FO Structural Shop Services |
| Title | Maintenance Supervisor 1 (General) |

This position was open to UConn NP-2 employees only.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

- Five (5) years of experience in the maintenance and repair of buildings.

Note: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier, or large compound may be substituted for the General Experience on a year-for-year basis.

MINIMUM QUALIFICATIONS – SPECIAL EXPERIENCE

- Three (3) years of the General Experience must have included performing skilled tasks in either the maintenance and repair of buildings or the military experience referenced above.

Note: For State Employees this is interpreted at or above the level of Skilled Maintainer.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- Graduation from vocational or technical school may be substituted for one (1) year of the General Experience.

PREFERRED QUALIFICATIONS

- Considerable knowledge and experience in the carpentry and/or roofing trades.
- Strong leadership skills are an important qualification for this position.
- Experience using computer software such as AiM, Microsoft Excel, Word, and Outlook.
- Demonstrated experience in the use of computerized maintenance management software (CMMS) and their use in the automation of such functions as service request/work order processing and work scheduling is preferred.
- Extensive knowledge of the management and removal of regulated materials including asbestos, mold, lead, and PCBs, as well as knowledge of applicable laws, regulations, nationally recognized standards, and guidelines, as related to occupational safety and health is desired.

- Proficiency in the use of an iPad or similar technology.
- Demonstrated experience in the supervision of employees in the trades of Carpentry, Glass, Roofing, and/or Locksmithing.
- Aerial and/or Scissor Lift Certification (Mobile Elevating Work Platform Certifications).
- Participation in job searches as a member of the hiring team.
- Experience working with University purchasing systems such as Fastenal and HuskyBuy.
- Experience working with the University payroll system CORE-CT.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to travel.
- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
- A physical examination may be required.

Recruitment activities included:

- UConn Careers Website
- Facilities Operations Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 496900 | | | | | | | | | | | | |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

2 Interviewed applicants: 2 WM

- 1 WM did not have the required level of supervisory experience or knowledge in a variety of construction trades and his responses to interview questions about certain processes were incorrect.

The 1 WM selected had the required experience in a variety of construction trades such as locksmithing, glass installation, and door installation. He had knowledge of various trades through his detailed responses to interview questions about specific processes and requirements. He also demonstrated the necessary knowledge of PPE requirements for a variety of trades. He

also had experience as a member of the hiring team for job searches where he contributed to developing interview questions as a subject matter expert, reviewed application materials to determine those candidates qualified or unqualified, participated in conducting the interviews, and contributed information for the post-interview evaluations.

| | |
|---------------|--------------|
| Search Number | 497684 |
| Department | FO Logistics |
| Title | Storekeeper |

This position was open to UConn NP-2 employees only.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

- Two (2) years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

PREFERRED QUALIFICATIONS

- Experience working at a college campus or similar setting.
- Knowledge and ability to work with a Computerized Maintenance Management System (CMMS) such as AiM.
- Experience using Pitney Bowes SendSuite tracking software.
- Experience using an iPad and/or hand-held scanners.
- Ability to multi-task.
- Demonstrated experience with handling hazardous materials.
- Strong customer service skills.
- Strong oral and written communication skills; strong interpersonal skills.
- Supervisory ability.
- Knowledge of tools and materials used on construction sites.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination will be required.

Recruitment activities included:

- UConn Careers Website
- Facilities Operations Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 497684 | | | | | | | | | | | | |
| Unqualified | 3 | 1 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 5 | 1 | 0 | 1 | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 14 |

The Unqualified applicants did not meet the minimum requirements of the job posting.

2 Qualified applicants: 1 WM, 1 HM

- 1 WM, 1 HM did not indicate the necessary knowledge and ability to work with a Computerized Maintenance Management System (CMMS) such as AiM in their applications materials.

4 Interviewed applicants: 1 WM, 2 HM, 1 HF

- 1 HM's seniority waiver was approved by Labor Relations due to a letter of reprimand issued recently to him.

The 1 WM selected had the necessary experience for this role through his current position as Lead Custodian with Facilities Operations and he has been with UConn since 2010. He had experience in a forklift operator role, stocking and driving box trucks, pay loaders, and bobcats.

The 1 HM selected had the necessary experience for this role through his current position as Lead Custodian with the Student Union and he has been with UConn since 2010. He had six years of warehouse experience performing tasks such as packing products, labeling, stocking merchandise, and loading and unloading trucks. He also had experience with ordering supplies and storage organization at the Student Union. He also had experience using email and Microsoft programs such as Excel.

The 1 HF selected had the required amount of experience for this role through her current position as Custodian with the Student Union and has been with UConn since 2015. She has experience in inventory, stock duties, moving heavy items, and operating bobcats and pallet jacks.

Category 4: Hartford Clerical

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 4-Hartford Clerical | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 6: Hartford Qualified Craft

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 6-Hartford Qualified Craft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 7: Hartford Service Maintenance

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 7-Hartford Service Maint | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Promotions | Goal Met | RG | Search # | Previous Job Title | Current Job Title | No. Hired |
|-----------------|----------|----|----------|--------------------|-------------------|-----------|
| 7-Service Maint | N | WM | 497228 | QCW(Lock) | MaintSupv1(Genl) | 1 |

| | |
|---------------|------------------------------------|
| Search Number | 497228 |
| Department | FO Regional Campus Service |
| Title | Maintenance Supervisor 1 (General) |

This position was open to UConn NP-2 employees only.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

- Five (5) years of experience in the maintenance and repair of buildings.

Note: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier, or large compound may be substituted for General Experience on a year-for-year basis.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

- Three (3) years of General Experience must have included performing skilled tasks in either the maintenance and repair of buildings or the military experience referenced above.

Note: For State Employees this is interpreted at or above the level of Skilled Maintainer.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- Graduation from vocational or technical school may be substituted for one (1) year of General Experience.

PREFERRED QUALIFICATIONS

- Extensive experience in one or more of the following trade areas: Electrical, Plumbing, and/or HVACR.
- Strong leadership skills are an important qualification for this position.
- Strong oral and written communication skills; strong interpersonal skills.
- Experience using computer software such as AiM, HuskyBuy, Microsoft Excel, Word, Outlook, Core-CT, and/or Quali Financial System (KFS) is desired.
- Demonstrated experience in the use of computerized maintenance management software (CMMS).
- Working knowledge of the management and removal of regulated materials including asbestos, mold, lead, and PCBs, as well as knowledge of applicable laws, regulations, nationally recognized standards, and guidelines, as related to occupational safety and health is desired.
- Proficiency in the use of an iPad or similar technology.
- Knowledge of the NP-2 contract and University policies and procedures.
- Experience working in a union environment at a college, university, or similar entity is desired.
- A current State of Connecticut P-1 or P-2, E-1 or E-2, OR Heating/Piping/Cooling License is preferred.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to travel.
- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform their duties.
- A physical examination may be required.

Recruitment activities included:

- UConn Careers Website
- Facilities Operations Website

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| 7-Service Maint | | | | | | | | | | | | |
| 497228 | | | | | | | | | | | | |
| Unqualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

The Unqualified applicants did not meet the minimum qualifications of the job posting.

1 Interviewed applicant: 1 WM

The 1 WM selected had the required level of supervisory and leadership skills through his detailed responses to interview questions and his previous position in General Service Maintenance. He demonstrated the necessary knowledge in troubleshooting to a variety of trades such as heating and cooling systems, steam, plumbing, and electrical. He also had the necessary knowledge in job safety, PPE, and making sure that staff are properly trained and utilizing protective equipment.

Category 4: Avery Point Clerical

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 4-Avery Point Clerical | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 5: Avery Point Paraprofessional

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------------|----|----|----|----|----|----|----|----|
| 5-Avery Point Paraprofessional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 6: Avery Point Qualified Craft

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 6-Avery Point Qualified Craft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 7: Avery Point Service Maint

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 7-Avery Point Service Maint | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 4: Stamford Clerical

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 4-Stamford Clerical | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 7: Stamford Service Maint

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 7-Stamford Service Maint | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 4: Waterbury Clerical

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 4-Waterbury Clerical | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 5: Waterbury Paraprofessional

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 5-Waterbury Paraprofessional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

Category 7: Waterbury Service Maint

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------------|----|----|----|----|----|----|----|----|
| 7-Waterbury Service Maint | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity occurred in this category.

PROGRAM GOALS ANALYSIS

(Section 46a-68-88)

March 2024

This section was in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

When an employment policy or practice having an adverse impact upon protected race and sex group members, individuals with disabilities or older persons has been identified, program goals will be developed and implemented.

Subsection (b)

Program goals are meaningful, measurable and reasonably attainable and shall be consistent with section 46a-68-92 of the Regulations of Connecticut State Agencies to ensure:

1. the promotion of equal opportunity and to achieve a workplace free of discrimination;
2. opportunities for all qualified applicants including underutilized groups;
3. the utilization of a fair and nondiscriminatory recruitment and selection process; and
4. that career development opportunities are available to all interested and qualified employees, including minorities and women.

Subsection (c)

Where the cooperation of another agency is essential to the implementation of a program goal, the University keeps a record of each instance of contact with the agency whose cooperation is requested and the outcome of the request.

Subsection (d)

The University of Connecticut has elected to set program goals for employment practices that were not identified as having an adverse impact pursuant to section 46a-68-87 of the Regulations of Connecticut State Agencies. Goals for the *Plan* year are designed to encourage creativity, and the use of best practices in recruitment and retention activities.

Goal #1

The Office of Institutional Equity (OIE) plans to review ADA-related policies to identify and implement any clarifications and enhancements to the existing policies and accompanying guidance documents. OIE will solicit feedback from campus partners and stakeholders, such as the Center for Students with Disabilities and Human Resources, in assessing the existing materials and identifying whether additional informational or educational materials would be

beneficial. OIE also will identify opportunities to educate the University community on any updates to these policies and materials through trainings or communications.

Responsible Unit: Office of Institutional Equity

Target Date: November 30, 2023

Goal Met: OIE reviewed and updated ADA-related policies and identified clarifications needed for the implementation and effectiveness of these policies, including the Accessible Materials policy. OIE also collaborated with campus partners and stake holders to implement changes.

Goal #2

The Office of Institutional Equity (OIE) plans to inventory existing informational materials regarding campus accessibility, including maps and guides identifying accessible pathways and entrances. OIE will consult with campus partners and stakeholders, such as University Planning, Design and Construction, and Facilities Operations, to identify any updates or enhancements to these materials. OIE also will review current systems for members of the University community to inquire about accessibility concerns.

Responsible Unit: Office of Institutional Equity

Target Date: November 30, 2023

Goal Met: OIE inventoried existing campus maps with accessible routes and design in conjunction with University Planning and Facilities and they also engaged with regional campus partners to conduct reviews of those buildings. OIE updated approximately thirty percent of the campus maps with accessible routes and design. Additionally, OIE evaluated and enhanced the reporting of barriers and concerns on all UConn campuses.

Goal #3

The Office of Institutional Equity (OIE) will work with hiring managers and administrators to supplement the information reported regarding applicant evaluations at the pre-interview and pre-offer phases of the search process. To ensure that the reasoning underlying an evaluation is equitable, objective and non-discriminatory, OIE will require more detailed and concrete explanations of how and why a candidate met or failed to meet a qualification. Evaluators will need to provide an explanation of how a determination regarding applicants' qualifications was made. OIE will require subjective language around qualifications that is not measurable or quantifiable and meaningful to be reviewed and revised to clearly justify the basis for the evaluation. This enhanced level of review will ensure that applicants are evaluated objectively and solely against qualifications in a consistent manner and mitigate potential biases in the search process.

Responsible Unit: Office of Institutional Equity

Target Date: November 30, 2023

Goal Met: *The Employment Equity team in the Office of Institutional Equity focused effort to ensure that all information relative to applicant evaluations included concrete and detailed explanations of how applicants met or failed to meet qualifications posted in the job descriptions. For searches submitted to OIE for pre-interview approval, Employment Equity staff checked that applicant justifications explained which minimum and preferred qualifications applicants met or did not meet and how those determinations were made. For searches submitted at the pre-offer stage, OIE staff reviewed the reasoning for rejecting interviewed candidates and selected a candidate for hire, making sure that the evaluations were qualification related and decisions were not made based on subjective criteria that was not measurable or quantifiable and meaningful. Hiring managers and administrators were notified and required to revise their evaluations to clearly justify the basis of the evaluation. Additionally, OIE staff utilized the increased interaction with search administrator and managers to provide education, resources, and best practices relative to conducting equitable, objective, and non-discriminatory searches.*