

Downstate Medical Center
The State University of New York

Office of Diversity & Inclusion

R E C R U I T M E N T
P A C K E T

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Downstate Medical Center is an EEO, ADA/504, VEOA, and IRCA employer.

**Downstate Medical Center
Office of Diversity & Inclusion**

RECRUITMENT PACKET

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Please check that your packet includes the following contents. Please notify the Office of Diversity and Inclusion of any missing documents.

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MEMORANDUM

TO: Search Committee Chairs

FROM: Kevin Antoine, JD
AVP Office of Diversity & Inclusion

DATE:

SUBJECT: Search Committees Best Practices Guidelines

This packet is a guide to help you through your recruitment process. Before your recruitment effort begins, the department/search committee chair/ must consult with the Office of Diversity & Inclusion (ODI) to establish a recruitment plan. In addition, all recruitment plans must be submitted for review to ODI before the search process begins.

Within this packet is the recruitment plan. The recruitment plan serves several functions. One purpose of a recruitment plan is to attract the widest range of applicants from culturally diverse backgrounds. The Downstate Medical Center (DMC) is committed to taking aggressive, proactive, exhaustive efforts to include talented faculty and staff members from under-represented groups throughout the search process. Accordingly, search committees should be diverse (to the extent possible) with respect to race, gender, sexual orientation, and ethnicity.

Once the Search Committee has established a list of candidates they wish to invite for the interview, the Chair of the Search will meet with the Chief Diversity Officer (CDO) to present the preliminary candidate selection for review. After review of the CDO the Search Committee can proceed to invite the selected candidates to campus.

Good luck on your recruitment efforts. Should you have questions, I am always available to help facilitate this process.

ROLE OF THE SEARCH CHAIR & COMMITTEE

Role of the Search Chair

- Schedule committee meetings
- Receive initial applications/resumes from candidates
- Communicate directly to candidates

Role of the Search Committee

- Has access to all documents related to the search process.
- Ensures that a broad range of qualified applicants apply for the position and are considered for it.
- Screens the applicants to assess their ability to carry out the duties and responsibilities of the position.
- Ranks the applicants.
- Recommends to the hiring officer/department those candidates to be invited for campus interviews.
- Organizes and participates in the interviews of the finalists.
- Conveys to the hiring officer how finalists were ranked.

Search Committee Demographics

Must have a minimum of five (5) members. At least one member must be from outside the hiring unit. List the members' gender, race, ethnicity, and professional area/department. Attach additional sheet if necessary.

INTERVIEW GUIDE: APPROPRIATE and IN-APPROPRIATE QUESTIONS

<u>Subject</u> Name	<u>May Ask</u> Current Legal Name	<u>May Not Ask</u> Whether person worked under a different name; questions that would divulge ancestry
Sex	Nothing	May not comment on person's sex unless it is a <u>bona fide</u> occupational qualification. This is highly unlikely in our academic environment, so please check with the Affirmative Action Officer first.
Age	Nothing	
Address	Place and length of current address	How long have you lived in the United States? What foreign addresses have you had?
Birthplace	Nothing	Any inquiry into place of birth, or that of parents, spouse, grandparents, or other relatives.
Citizenship	If not a U.S. citizen, do you have the right to permanently remain in the U.S.? Are you legally authorized to work in the U.S.? If yes, please explain the basis of your employment authorization.	Whether applicant, parents, or spouse are naturalized or native born U.S. citizens; of what country applicant is a citizen.
Marital Status	Nothing	Whether applicant is married, single, divorced, engaged, widowed, or living with someone.
Sexual Preference	Nothing	Whether applicant is homosexual, heterosexual, bisexual, or any other question pertaining to sexual tendencies or preferences.
Lifestyle	Nothing	Anything involving the applicant's natural and preferred way of living.
Family	Nothing	Any questions concerning family size, family planning, children's ages, plans for childcare, spouse's employment
Religion	Nothing	About religious denomination/ affiliation

Disability	Whether the individual has a mental or physical disability that would relate to his/her ability to perform the job.	Questions about physical or mental limitations that are not job related.
Physical Data	Whether the applicant is physically able to perform job responsibilities.	Applicant's height or weight.
Pregnancy	Nothing	About the applicant's plans for having children; about medical history concerning pregnancy and health related matters.
Military Status	About job-related experience gained in the military.	About branch or service; type of discharge.
Housing	How applicant can be reached if there is no telephone at home.	Whether applicant owns or rents an apartment or house.
Education	About educational institutions attended; training.	About religious or racial affiliations of schools attended;
Organizations	About professional organizations	Organizations that indicate race, color, religion, gender, status,
Financial Position	Nothing	About credit ratings, garnishments, debts, to whom debts are owed.
Arrest Records	Nothing	About arrests, or time spent in jail. Arrests without convictions do not indicate guilt.
Convictions	About convictions, but only if <u>job related</u> (e.g. inquiries about embezzlement convictions if position requires financial responsibilities) and <u>only if asked of all applicants</u> .	General questions about whether applicant has ever been convicted.

SUNY Downstate Medical Center
Office of Diversity, & Affirmative Action
Applicable Federal non-discrimination laws

The Federal laws prohibiting job discrimination are:

- Civil Rights Act of 1964, which prohibits employment discrimination based on race, color, religion, sex, or national origin;
- Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination;
- Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older;
- Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments;
- Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government; and
- Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.
- Americans with Disabilities Act Amendments Act of 2008.

New York State prohibits job discrimination based on

- Age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, or marital status.