MID-SEARCH CHECKLIST
(June 2010, CAS)

MID-SEARCH: (page 2 of the SUSB 68) Make sure to include identification for which search the Mid-Search is being submitted. You must have CAS AA/EEO Committee approval before you can begin interviewing.

Items to be submitted to the CAS AA/EEO Committee for Mid-Search review:

___ SUSB 68 (page 2). There are 3 separate categories to be completed:

___ Summary of persons to be interviewed

___ Summary of persons qualified but NOT interviewed

___ Summary of persons NOT qualified (you will have to attach a separate sheet)

___ CV’s of all persons to be interviewed

___ Attach copies of all ads that appeared in newspapers, magazines, etc.

___ Optional: a summary of the VAAIS forms (obtained from the Office of Diversity)

The Mid-Search, along with all attachments, will be returned to you with appropriate signatures. Once again, do not take the Mid-Search apart, keep everything together.