



Standard Operating Procedure   Faculty Affairs / Academic Inclusion			
	Academic Inclusion Process	Effective Date:	3/28/2022
Subject:	Academic Inclusion Confirmation of EverFi Training Completion	Standard Operating Procedure	Adm
References:			

### Purpose/Summary

Compliance of EverFi training: “Interviewing Candidates” for Search Committee Members. To ensure that Search Committees are complying with university policy, documentation of completion of courses is required.

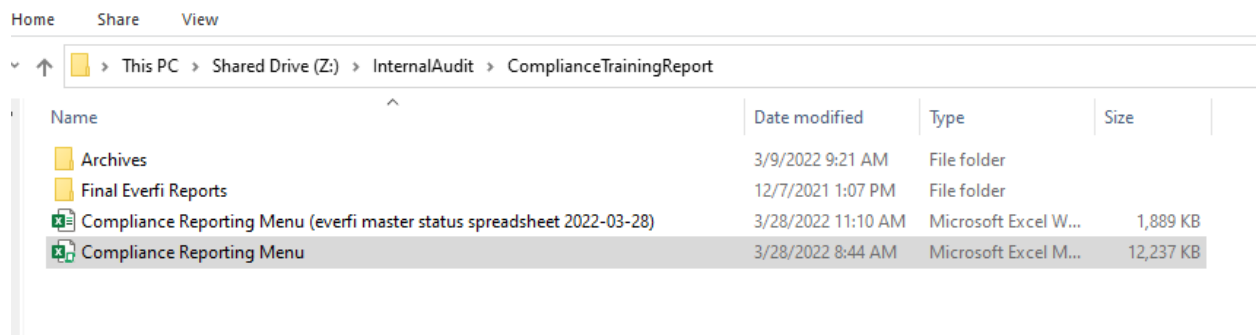
### Procedure

Prior to forwarding a Requisition in PageUp, for faculty positions which require approval from the Academic Inclusion Office, AIO will require confirmation that all members have completed the appropriate EverFi course “Interviewing Candidates”.

AIO will not forward requisitions for approval without the required attached checklist completed and attached to the requisition in the “Documents” section of the requisition. Any requisitions received by AIO without such documentation will be declined.

Business Managers are able to confirm that search committee members are within the two-year time frame of acceptance.

The Compliance Report can be found on the Z drive



Opening the “Compliance Reporting Menu” (highlighted above) which will take you to the Progress Reporting Menu.

The University of Toledo  
Compliance Online Training  
Progress Reporting - Foundry

Academic Affairs	Athletics	Chief of Staff
COMLS	Diversity	DTAS
Enrollment	Finance and Administration	Legal
MARCOMM	Research	Student Affairs
UTMC	Residents	Interviewing Candidates
Affiliates	All Active Users	Close Excel

When a user clicks the button (circled in yellow), they will see 2 years of course history. If the faculty member is outside the 2 year window they will need to complete/update their training.

Should a search committee member need to complete the course they will need to log into EverFi.

The link below is the shortcut link that will take users directly to the login page (Learner Dashboard) for the training system. Once a user is in the system, they can click on completed courses, then locate the correct course and download the completion certificate or click on "Check for Assignments" to locate the course.

[https://admin.fifoundry.net/saml/sp\\_sso\\_login?issuer=http%3A%2F%2Ffs.utoledo.edu%2Fadfs%2Fservices%2Ftrust&locale=en&organization\\_slug=the-university-of-toledo](https://admin.fifoundry.net/saml/sp_sso_login?issuer=http%3A%2F%2Ffs.utoledo.edu%2Fadfs%2Fservices%2Ftrust&locale=en&organization_slug=the-university-of-toledo)

The search committee member should forward completion certificate to their Business Manager.

Once all search committee members have completed the training, the Business Manager should complete the attached form and add to the position requisition prior to forwarding to AIO.

# Faculty Hiring Process & Workflow

