Overview of Recruitment & Selection at WSU

Developed by:
Human Resource Services

Key Objectives

1) Recruitment Laws & Policies
2) How We Recruit
3) Individual Recruitment Phases

Recruitment Laws & Policies

Equal Opportunity in Employment

<table>
<thead>
<tr>
<th>FEDERAL LAWS</th>
<th>Race</th>
<th>Color</th>
<th>Religion</th>
<th>Sex</th>
<th>National Origin</th>
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<tr>
<td>Title VII of the Civil Rights Act (1964)</td>
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<td>Age Discrimination in Employment Act (1967)</td>
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<td>American with Disabilities Act (1990)</td>
<td>Age</td>
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<tr>
<td>Rehabilitation Act</td>
<td>Disability</td>
<td>Genetic Information</td>
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<td>Genetic Information Non-Discrimination Act</td>
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Recruitment Laws & Policies

Equal Opportunity in Employment

**STATE LAWS**

- WA State Law Against Discrimination
  - Age
  - Sex
  - Marital Status
  - Sexual Orientation
  - Race
  - Creed
  - Color
  - National Origin
  - Veteran Status
  - Military Status
  - Disability Status

**WSU POLICIES**

- Policy Prohibiting Discrimination & Sexual Harassment, EP #15
  - Gender
  - Gender Identity/Expression
  - Genetic Information

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Disparate Treatment is direct intentional discrimination.

Example:

- A job ad for an assistant seeking “females” or “recent college graduates.” Such an ad discourages males or persons over 40 from applying to the job.

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Disparate Impact

Disparate impact refers to the policies, practices, rules or other systems that appear to be neutral, but result in a disproportionate impact on protected groups.

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Recruitment Laws & Policies

- Reasonable Accommodation

Any change in the workplace (or modification to processes) to help a person with a disability apply for a job, perform the essential duties of a job, or enjoy the benefits and privileges of employment.

Example: Providing a ramp for an applicant who uses a wheelchair or providing an interpreter for a deaf applicant.

Dos & Don'ts

Dos

- Do tell applicants what the selection process involves
- Do ask all applicants whether they will need a reasonable accommodation for this process
- Do ask all applicants whether or not they are able to perform the essential functions of the job either with or without reasonable accommodation

Don'ts

- Do not ask questions in an interview about whether a single applicant will need reasonable accommodation for a particular function of the job.

*Contact your area's/college's HR Consultant if you have questions or concerns regarding the legal framework of recruitment and how it pertains to your particular search.

Search Phases

- Prepare for the Search
- Advertise & Outreach
- Screen & Interview
- Perform Reference & Background Checks
- Hire & Onboard
WSU's Equal Employment Opportunity and Affirmative Action Policy

Washington State University (WSU or the University) is an equal opportunity employer committed to providing equal opportunity in education, employment, membership and contracts without regard to race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as a veteran. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity encountered by these protected group members and to improve opportunities available to underrepresented groups, in compliance with state and federal law.

Use this link to access WSU's Equal Employment Opportunity and Affirmative Action Policy.

Advertise & Outreach

EEO/AA Compliance

- Good faith efforts
- Cast wide net
- Targeting recruitment
- Review underutilized data

Outreach Strategy

Note: Underutilized data is for outreach efforts only - not to be taken into consideration when making a hiring decision.
Advertise & Outreach

Proactive Outreach Ideas
- Department/College Suggestions
- Nominations
- Alumni
- Directories/Databases
- Professional Contacts
- Student Groups

Advertise & Outreach

Advertising Ideas
- Professional Associations (I.E: SHRM, CUPA, HERC)
- Mailings/Listservs
- Orgs or Websites for underrepresented groups (I.e. Insight into Diversity)
- Department Website

Outreach Tools
**Recruitment Periods**

<table>
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<tr>
<th>Recruitment Period</th>
<th>Length of Period</th>
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<tr>
<td>AP - National</td>
<td>30 calendar days</td>
</tr>
<tr>
<td>AP-NW Regional/Statewide</td>
<td>21 calendar days</td>
</tr>
<tr>
<td>AP - Local</td>
<td>14 calendar days</td>
</tr>
<tr>
<td>CS</td>
<td>Minimum of 5 business days</td>
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**When screening candidates, Search Committee Members:**
- Review all application materials
- Consider entire career history provided
- Use pre-established evaluation tools
- Ensure qualifications clearly demonstrated
- Refrain from assumptions
- Do not consider or score answers regarding work eligibility or visa sponsorship status

**Posting Example**

https://www.wsujobs.com/
Developing Interview Questions
- Standard set of questions
- Focus on job duties
- Behavioral vs. open ended questions
- Application questions

Prohibited Pre-employment questions
- Be vigilant in all interactions with candidates
- Focus on job-related questions
- Refrain from questions related to:
  - Race, Religion, Gender, Age,
  - Citizenship, National Origin, Sexual
  - Orientation, Martial Status, Disability
  - Status, Veteran Status

Purpose – deeper dive; clarify questions or areas of concern which arose during the screen & interview phase
- Notify candidate references will be contacted
- Three contacts by two people
- Same method for all candidates
Background Checks
Designated at the beginning of search
Offer may be contingent upon a successful completion
Background check components
Conducted on top 1-2 finalist(s)

Personnel File
Top Finalists
Current or former employees
Search Chair or Supervisor may review
Visit HRS to review file

Notify Candidates
- Courtesy notification to on-campus interviewees
- Email/letter to other candidates

Prepare Onboarding Plan for New Employee