Overview of Recruitment & Selection at WSU

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

Equal Opportunity in Employment

<table>
<thead>
<tr>
<th>STATE LAWS</th>
<th>WA State Law Against Discrimination</th>
<th>Age</th>
<th>Sex</th>
<th>Marital Status</th>
<th>Sexual Orientation</th>
<th>Race</th>
<th>Creed</th>
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<thead>
<tr>
<th>WSU POLICIES</th>
<th>Policy Prohibiting Discrimination &amp; Sexual Harassment, EP #15</th>
<th>Gender</th>
<th>Gender Identity/Expression</th>
<th>Genetic Information</th>
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Examples of consequences if we do not follow these laws and policies:

- 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 person’s over 40 from applying to the job.
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.

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

Do's
• 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/college’s HR Consultant if you have questions or concerns regarding the legal framework of recruitment and how it pertains to your particular search.
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.
Outreach & Outreach

**EEO/AA Compliance**
- Good faith efforts
- Cast wide net
- Targeting recruitment
- Review underutilized data

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

Outreach Strategy

**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>
<thead>
<tr>
<th>Recruitment Periods</th>
<th>Length</th>
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<tr>
<td>AP - National</td>
<td>30 calendar days</td>
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<tr>
<td>AP-NW</td>
<td>21 calendar days</td>
</tr>
<tr>
<td>Regional/Statewide</td>
<td>14 calendar days</td>
</tr>
<tr>
<td>AP - Local</td>
<td>Minimum of 5 business days</td>
</tr>
<tr>
<td>CS</td>
<td>Minimum of 5 business days</td>
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**Length of Recruitment Period**

- AP - National: 30 calendar days
- AP-NW: 21 calendar days
- Regional/Statewide: 14 calendar days
- AP - Local: Minimum of 5 business days
- CS: Minimum of 5 business days

**Candidate Evaluation**

- 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

**Developing Interview Questions**

- Standard set of questions
- Focus on job duties
- Behavioral vs. open ended questions
- Application questions

[Refer to Sample Interview Questions]
**Screen & Interview**

**Interview 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

Refer to the Pre-employment Inquiry Guidelines | BPPM 60.08

**Interview Questions**
- 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

Sample Reference Check Documents: Staff Recruitment Webpage

**Perform Reference & Background Checks**

**Reference Checks**

**Perform Reference & Background Checks**

**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)

Background Checks, BPPM 60.15
## Resources

<table>
<thead>
<tr>
<th>Human Resource Services</th>
<th>(509) 335-4521</th>
<th>hrs.wsu.edu</th>
<th><a href="mailto:hrs@wsu.edu">hrs@wsu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>International Programs – Global Services</td>
<td>(509) 335-4508</td>
<td>ip.wsu.edu/global-services</td>
<td><a href="mailto:ip-globalservices@wsu.edu">ip-globalservices@wsu.edu</a></td>
</tr>
<tr>
<td>Office of Civil Rights Compliance (CRCI)</td>
<td>(509) 335-8288</td>
<td>crci.wsu.edu</td>
<td><a href="mailto:crci@wsu.edu">crci@wsu.edu</a></td>
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