

# Hiring

Policy Number: \_\_\_\_\_ 8110

Date Created/Revised: \_\_\_\_\_ 07/01/2015; 06/\_\_\_\_/2024 TBD

**Executive Responsibility:** Vice President and Chief Human Resources Officer Finance and Operations

**Functional Responsibility:** Human Resources **Policy Manager:** \_\_\_\_\_ Chief Human Resources Officer

**Former Wright Way Policy:** 4214

## 8110.1 Purpose Policy Statement

It is the Policy of Wright State University to recruit and hire employees in accordance with applicable federal and state laws, regulations, and other authorities. Wright State The University is an equal opportunity employer; where applicants for employment are evaluated and selected on the basis of individual competency, experience, training, and qualifications relevant to the position, and legitimate operating needs of the institution. Wright State The University does not discriminate illegally (for or against) any a Applicants are screened and considered without regard to on the basis of race, color, religion, age, national origin, national ancestry, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, genetic (DNA) information, or any other trait or status protected by applicable law. The University will conduct all aspects of its e Employment application and screening procedures, such as interviewing and testing, in accordance will be consistent with applicable laws and best practices regulations.

## 8110.2 Recruitment

Appropriate Where applicable, notices setting forth the University's commitment to the principles of equal employment opportunity and related subjects U university's equal opportunity and affirmative action policies (as required of federal contractors by Executive Order 11246) are conspicuously posted in centers of employment. and shall be included in all solicitations or advertisements for prospective employees. As a minimum, the line "AA/EOE/M/F/Vet/Disability" is used on all recruiting and other employment publications. Additionally, the phrase "Wright State University is an equal opportunity employer," or words to that effect, will be included in all postings and recruiting materials.

Recruitment efforts will continue to focus on providing employment and advancement opportunities for all qualified individuals including those in underrepresented groups. This Policy does not prohibit efforts to recruit a diverse pool of applicants for any position, provided that the ultimate hiring decision is made without respect to any applicant's legally protected trait or status. Consistent with EO 11246 and other applicable laws, t The U niversity strives to continue to identify and utilize recruiting sources including resources specifically designed to assist in the recruitment of historically underrepresented groups including minorities, females, veterans and individuals with disabilities.

The Office of Equity and Inclusive Excellence on (OIEI) Human Resources complies with federal regulations requiring annual review of the University's workforce. In areas where underrepresentation of minorities, females, veterans or individuals with disabilities exists, the OIEI Human Resources staff will work with the relevant unit(s) to provide assistance in identifying additional means for recruiting diverse pools of well-qualified applicants. Race, gender, etc. will not be factors in any hiring decision, however.

### 8110.3 ~~Hiring Methods~~Selection

Hiring decisions will be made without regard to the legally protected trait or status of each applicant. Positions will be awarded to applicants on the basis on the basis of individual competency, training, experience, and qualification, and other legitimate operating needs of the institution.

However, this Policy shall not prohibit the University from giving preferential consideration to the employment of applicants who are veterans of the United States armed forces, where permitted by law.

### 8110.4 Hiring Methods

The University utilizes the following strategies for hiring of faculty and staff:

- Internal promotion through competitive search and posting process
- Internal promotion through reorganization, internal progression-promotion and succession planning
- Competitive search through posting process
- ~~Competitive search through the use of a Search Firm~~
- Faculty Opportunity Hire Program
- Dual-Career hiring

The Opportunity hiring and Dual-Career hiring process ises are outlined separately in University the respective Ppolicy 8120ies.

Wright State uses an on-line career portal site for competitive search. Our goal remains to reach the broadest audience through all recruitment efforts, e.g., print, electronic, web-based, social media, etc. ~~When the opportunity to address our affirmative action goals presents itself or in instances where a more qualified person is unlikely to be found~~In certain circumstances, HR may grant a search waiver.

HR has developed guidelines for search committees using an external search firm, and HR policies on Internal Promotion may be referenced for internal applicants.

### 8110.54 Hiring of a temporary staff employee

The University competitively bids and utilizes various employment agencies to support our contingent hiring needs. Employment agencies who contract with Wright State must be advised of and agreed to abide by the University's employment and non-discrimination policies. In addition, the University may advertise and search through our on-line applicant tracking system for specific temporary needs.

Hiring departments may submit for a temporary job by using the temporary job application form or contact Human Resources.