



**MIDWESTERN STATE UNIVERSITY**

**RECRUITMENT/EEO  
PLAN**

**Approved by  
The Board of Regents  
2004**

**(Revised: 2009, 2012)**

**Midwestern State University  
Human Resources Department  
3410 Taft Boulevard  
Wichita Falls, TX 76308  
(940) 397-4221**

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

**September 1, 2016**

**Midwestern State University is committed to providing equal employment opportunities for all individuals regardless of race, color, national origin, gender (including pregnancy and gender identity), religion, age, sexual orientation, genetic information, veteran status or mental or physical disability, provided that with reasonable accommodation for a documented disability, they can perform the essential functions of the position for which they have applied or hold.**

**It is the policy of this university to not just comply fully with all state and federal laws and relevant court decisions regarding equal employment opportunity, but to take proactive steps to recruit, employ, promote, and retain qualified individuals from traditionally underutilized groups in both faculty and staff positions. This recruitment plan is intended to serve as a guide for supervisors, managers, and other university administrators in seeking and selecting the best-qualified person to fill each available position.**

**Dr. Suzanne Shipley, President**

## **A. RESPONSIBILITIES**

### **I. PRESIDENT**

The President of Midwestern State University shall be responsible for the development, implementation and monitoring of an aggressive recruitment plan and for the preparation of periodic progress reports based on statistical analyses of relevant workforce data regarding the employment of individuals from traditionally underutilized groups. The President will also review the Recruitment Plan and all relevant personnel policies at least once annually and make such changes and revisions to policies and procedures as might be necessary to ensure that they do not discriminate against any individual because of race, color, national origin, religion, gender, age, or mental or physical disability. The review will include, but not necessarily be limited to, policies and procedures involving the recruitment, selection, promotion, job description, classification, compensation, discipline or other terms and conditions of employment affecting the equal employment opportunities of applicants or employees.

### **II. DIRECTOR OF HUMAN RESOURCES/EEO OFFICER**

The Director of Human Resources shall serve as the Equal Employment Opportunity Officer of the university and shall have the authority to administer and ensure compliance with the university's recruitment plan. The Director shall also be responsible for providing the President with such data and reports as might be necessary in order to conduct the required annual review.

## **B. GOALS:** Specific goals of the Recruitment Plan are as follows:

- I.** To ensure that all Midwestern State University employment policies, practices, and procedures are objective, uniform, consistent, and in compliance with both the letter and spirit of all federal and state laws, relevant court decisions, and directives of the Texas Workforce Commission, Civil Rights Division.
- II.** To ensure that there are appropriate monitoring and reporting systems in place to measure the plan's effectiveness.
- III.** To ensure that Midwestern State University makes every effort to recruit and retain a workforce representative of the diversity of the community at large.

## **C. STRATEGIES:** In order to achieve its recruitment plan goals, Midwestern State University will utilize the following strategies.

### **I. Policy Dissemination**

- a. The university will publish its Recruitment Plan on the university website and will include in all of its job announcements a statement that Midwestern State University is an Americans with Disabilities Act/Equal Employment Opportunity (ADAAA/EEO) compliance employer.
- b. Each new employee will be given a copy of the university's Recruitment Plan during new employee orientation, and the performance reviews of managers and supervisors will include an assessment of the employee's effectiveness in assisting the university in meeting its equal employment goals.
- c. The Recruitment Plan will be provided to each hiring supervisor or search committee chairperson for review at the beginning of the hiring recruitment and selection process.

## **II. Recruitment**

- a. To the greatest extent possible, the university will target recruitment to maximize the number of individuals from traditionally underutilized groups applying for available positions within each job category. This targeted recruitment shall utilize a wide range of means to include but not necessarily be limited to posting job announcements with organizations representing minorities and the disabled, other educational institutions, the Texas Workforce Commission, the university's website, TV2, Sheppard Air Force Base, Work Services Corporation, Department of Assisted and Rehabilitative Services (DARS), and if appropriate, paid advertising in publications directed at specific minority groups.
- b. Notices of vacant positions shall be posted in accordance with the regular ten-working day posting rule. Such notices shall be distributed to all recruitment sources previously identified.
- c. As vacancies occur, the EEO Officer shall conduct a review to determine if any underutilization or exclusion has occurred in that category. If it is determined that disparities exist, the university will target recruitment efforts toward qualified candidates that are members of the underutilized or excluded classes.

**III. Selection Procedures.** Midwestern State University's employee selection and promotion decisions shall meet all statutory requirements and be based to as great an extent as possible on objective, job-related criteria which can be quantified and consistently applied, the ultimate goal being to achieve an equitable distribution within each job category for those groups covered by anti-discrimination laws.

- a. **New Employee Selection:** The hiring process for new employees shall be as follows:

- 1. Job Qualifications:** Generally, minimum job qualifications encompass education, skills, and experience. When utilizing these criteria, the university should be able to demonstrate that the required education and experience are job related and that they do not have a statistically disproportionate impact on covered classes included in laws prohibiting employment discrimination on the basis of race, color, gender, national origin, religion, age, or mental or physical disability.
- 2. Applications:** Applicants applying for a posted staff position not requiring a college degree must apply through the Texas Workforce Commission (TWC) utilizing a standard State of Texas Application Form. Applicants for posted staff positions requiring a college degree may apply through either the TWC or the MSU Human Resources Department, but must also complete a standard State of Texas Application Form available at any TWC office, on the TWC website (<http://www.twc.state.tx.us>) or at the MSU Human Resources Department office. Resumes and cover letters may be attached. The application must be received or postmarked by the closing date of the job vacancy notice unless the posting states that applications will be accepted until the position is filled. It is the policy of Midwestern State University that separate applications must be submitted for each job opening for which an applicant wishes to apply.
- 3. Applicant Tracking Log:** All applicants applying for a specific vacant position will be entered in an applicant tracking log as their applications are received.
- 4. Screening Applicants:** The Human Resources Department will conduct an initial screening of applications and forward a copy to the hiring supervisor. The hiring supervisor will then evaluate the applicants according to job-related education, experience, and skills, utilizing a matrix form supplied by the Human Resources Department. Preferably, not fewer than three applicants meeting the greatest number of job requirements will be selected for interviews. The hiring supervisor must be able to justify and document reasons for interviewing fewer than three persons for any given position.
- 5. Interviewing applicants:** Interviews will be conducted by the hiring supervisor, search committee, or the hiring supervisor's designated representative(s). Interview panels or search committees may be formed as directed by the administration or at the discretion of the hiring supervisor. To the greatest extent possible, the panel or committee membership should represent a diverse population to include protected classes of age, racial/ethnic minorities, and females. Members of the panel or committee should have a working knowledge of the area of employment. Interview questions should be prepared in advance and be the same for all applicants for the position. In response to an applicant's

answers, follow-up questions may be asked if they are relevant to the requirements of the position. Questions should be job-related and should focus exclusively on the applicant's professional and technical ability, skills, or knowledge to perform the particular job for which the applicant has applied. Questions of a personal nature or which might be discriminatory against protected classes are to be strictly avoided. The Director of Human Resources or HR assistant will review and approve the list of interview questions prior to the commencement of the interview process. Questions will be kept on file in the HR Department for a period of three years. The Human Resources Department will provide the hiring supervisor with a new interview form to be completed on each applicant interviewed. The hiring supervisor will evaluate the applicants according to the instructions on the form.

6. **Final Selection:** The applicant meeting the greatest number of requirements based on the interview, job-related experience, and educational qualifications shall be selected for the position by the hiring supervisor. The Director of Human Resources or HR designee will check references on all applicants selected for hire in staff positions.
  
7. **Criminal Background Check:** If the position is designated as security sensitive, the applicant chosen to fill the position must successfully complete a criminal background check. The hiring supervisor in consultation with the Director of Human Resources shall be responsible for making a final decision to hire, promote, transfer, reclassify, or retain an applicant for a position designated as security sensitive based in part upon an individualized assessment of the contents of a criminal history report as it pertains to the nature of the position sought and consistent with business necessity. Criminal history information shall in no way be used to discriminate on the basis of race, color, national origin, religion, sex (gender), disability, or age. Disclosure of a criminal offense will not automatically exclude or disqualify an applicant from consideration for employment. The relevance of the applicant's criminal history to the employment decision will be determined on a case-by-case basis in consideration several factors:
  - a. length of time since an offense;
  - b. number of offenses;
  - c. nature and gravity of the offense;
  - d. applicant's subsequent employment history;
  - e. applicant's completion of the sentence and efforts at rehabilitation;
  - f. specific duties of the position to be filled; and
  - g. accuracy of criminal history information disclosed by the applicant.

- 8. Notification of Employment.** Following the selection of the most qualified applicant and the completion of appropriate and satisfactory references and background check, the Director of Human Resources or designee will make the offer of employment and notify the Texas Workforce Commission that the position has been filled. Applicants not chosen will receive a written notification from Human Resources that the position has been filled.
- b. Promotion of Current Employees within the Same Classification Series:** The selection process for promotion of current employees within the same classification series, who report to the same immediate supervisor, will be determined based on the performance evaluations of the eligible employees. If two or more evaluations are equal, the additional criteria of seniority shall be the determining factor. Positions within the same classification series filled through internal promotion need not be advertised off campus.
- c. Promotion of Current Employees between Classification Series:** Supervisors may promote employees who already report directly to them to higher positions in different classifications so long as the employees meet the qualifications for the position and are not currently employed in a student or temporary job classification.
- d. Positions Opened Internally.** If the supervisor wishes to open a position only to current MSU employees who report to supervisors in other departments or programs, the selection process shall include the following procedures.

  - 1. Notice of Vacancy.** All MSU employees, with the exception of student and temporary categories, meeting the minimum qualifications shall have the right to apply for vacant positions opened only to on-campus applicants and that are not filled through promotion of an existing employee within a department or program reporting to the same supervisor. Positions opened for internal applications will be posted on the Human Resources Department website and the public HR bulletin board and advertised in the *MSU Update* publication.
  - 2. Applications.** Current employees, with the exception of those in student or temporary categories, wishing to be considered for vacant staff positions that are advertised on or off campus will be required to follow the same procedures required of any other applicant, except that they may apply directly through the Human Resources Department and will not be required to apply through the Texas Workforce Commission.
  - 3. Screening Internal Applicants.** If openings are not advertised off campus, current employees applying for open positions shall be evaluated according to quantifiable job-related experience, educational qualifications

as set forth in the job description, past performance reviews, and seniority. The hiring supervisor or search committee chair will complete the screening matrix to indicate which of the minimum requirements are met by each applicant. The top three qualified applicants shall receive an interview unless fewer than three applicants apply.

- 4. Interviewing Internal Applicants.** Interviews shall be confined to job-related questions and/or testing of job-related practical exercises which can be measured quantifiably. Guidelines for interviewing external applicants will also apply to internal applicants.
- 5. Final Selection.** The applicant receiving the highest cumulative ranking based on the interview, job-related experience, educational qualifications, evaluations of past performance, and seniority shall be selected.
- 6. Notification of Selection.** Following the selection of the most qualified applicant, he/she will be notified of such by the Human Resources Department or the HR designee.

**IV Recruitment Plan Monitoring.** The Director of Human Resources/EEO Coordinator will be responsible for administering the university's Recruitment Plan and for monitoring its effectiveness, to include providing regular reports to the President. Utilizing such reports, the President shall monitor the implementation of the plan and identify any revisions necessary to assure effectiveness of the plan. Such reports may include the following:

**a. Annual Recruitment Plan/EEO Progress Report**

This report will include an itemized summary of the program's achievements, progress and underutilization with accompanying recommendations.

**b. Annual Workforce Analysis**

The Director of Human Resources/EEO Coordinator will review new hire and workforce detail to compile a racial, ethnic and gender profile of university personnel by job categories. The profiles will be compared to the available African-American, Hispanic, and female workforce in the state to determine the exclusion or underutilization by each job category. Any underutilization shall be noted and strategies for recruitment of qualified African-Americans, Hispanic Americans, and females will be recommended to the President.

**c. EEO Organizational Chart**

The Human Resources Department will maintain an organizational chart of agency structure with employees by EEO job category to monitor the representation of classes within the university's labor force.

**d. Annual Appeals Status Report**

An annual report will be submitted to the President providing a statistical summary of the number, status, and issues raised by employee grievance / appeals during the previous fiscal year.