



# Affirmative Action Monitoring the Hiring Process Form

## Instructions

Under [Minnesota Statutes, section 43A.191, subdivision 3](#), agencies use the Monitoring the Hiring Process (MHP) to gather information about hiring practices in vacancies where there is an underutilization of a protected group in an applicable job category. Minnesota Management & Budget (MMB) is required to report to the Legislature agency appointments where there is an underutilization of a protected group in an applicable job category. The information reported to the Legislature is gathered from state agency reports to MMB using the Quarterly MHP Progress Report.

Agencies should use this form to gather relevant information for reporting on those positions in which an underutilization exists for protected group members in competitive appointments and the non-competitive appointments listed at the end of this form. The information gathered on this form also may be used by agencies to assess progress on their Affirmative Action Plan and to identify opportunities for improvement in the hiring process.

## A. General Information

Agency name and facility location: \_\_\_\_\_

Job Classification: \_\_\_\_\_

EEO4 Job Category: \_\_\_\_\_

Recruiting Solutions Job Identification Number (if none, use Position Number): \_\_\_\_\_

Select appointment type:

Competitive appointment

Non-competitive appointment for a position from the list at the end of this form.

Select affirmative status of individual hired for the vacancy:

Affirmative

Non-Affirmative

## B. Underutilized Group(s) For This Vacancy

Select all protected group(s) with underutilization for this vacancy, as identified in the agency's current Affirmative Action Plan:

Females

Persons with Disabilities (PWD)

Racial or Ethnic Minorities (RE)

## C. Review of Applicant Pool

[Minnesota Statutes, section 43A.02, subdivision 4a](#), defines applicant pool as applicants who satisfy any limits on consideration for the position under section [43A.10, subdivision 6a](#), and who have been determined to meet the minimum qualifications for a vacant position.

Applicant Pool Information	Females	PWD	RE	Non-Affirmative	Total
Number of applicants in applicant pool					
Number of applicants forwarded to hiring manager					
Number of applicants hiring manager invited to interview					
Number of applicants hiring manager interviewed					
Number of applicants who withdrew at any point in the hiring process					
Number of job offers made					
Number of applicants who declined job offer					

## D. Applicants in Underutilized Group(s)

If the applicant selected for hire was non-affirmative, please select all of the following circumstances that apply:

No applicant of underutilized group was in applicant pool.

Applicant(s) of underutilized group did not respond to agency’s communication, voluntarily withdrew, or declined job offer.

Applicant(s) of underutilized group did not meet job qualifications, such as education, training, experience, certification, or licensure.

Explain: \_\_\_\_\_

Applicant(s) of underutilized group did not pass job requirements, such as physical exam, pre-hire testing, or reference or background checks.

Explain: \_\_\_\_\_

Individual selected was more qualified than applicant(s) of underutilized group.

Other.

Explain: \_\_\_\_\_

## E. Limited Consideration of Applicants

If any of the following circumstances apply to the hire, please select all that apply:

Application of collective bargaining agreement or plan provisions, including bidding or layoff procedures.

Cite provision: \_\_\_\_\_

Complied with grievance, arbitration, or litigation order or settlement.

Transferred or demoted employee with active Workers’ Compensation claim, pursuant to MMB Administrative Procedure 10B.

Reassignment for person with disability under [HR/LR Policy #1433, ADA Reasonable Accommodation](#).

Application of Minnesota Statutes, section 43A.10, subdivision 6a.

## F. Pre-Employment Review Process

Did the agency follow the pre-hire or pre-employment review process as provided in the agency’s Affirmative Action Plan:

Yes                      No

If no, explain:

## Recruitment Conducted for this Vacancy

Select all advertising that was used to recruit for this vacancy:

Newspapers	Direct Mailings	MMB Websites
Internet Job Boards	Community Newspapers	Workforce Centers
College or University Postings	Community or Civic Organizations	Professional Organizations
Job Fair	Diversity Focused Internet Sites	Agency Websites
Diversity Focused Magazines	Employee Suggestions	Councils of Protected Groups
Trade or Technical School Postings	LinkedIn	Other

If other, describe: \_\_\_\_\_

Costs of recruitment for this vacancy: \$ \_\_\_\_\_

## G. Signatures

### Human Resources

By checking this box, I affirm that the information on this form is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Affirmative Action Officer

By checking this box, I affirm that the information on this form is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Non-Competitive Appointments List

Non-competitive appointments that must be reported:

- 43A.08, subd. 1(9): Unclassified positions - presidents, vice-presidents, deans, other managers and professionals in academic and academic support programs, administrative or service faculty, teachers, research assistants, and student employees eligible under terms of the federal Economic Opportunity Act work study program in the Perpich Center for Arts Education and the Minnesota State Colleges and Universities, but not the custodial, clerical, or maintenance employees, or any professional or managerial employee performing duties in connection with the business administration of these institutions
- 43A.08, subd. 1(16): Executive directors or executive secretaries appointed by and reporting to any policy-making board or commission established by statute
- 43A.08, subd. 2a: Temporary unclassified positions
- 43A.15, subd. 3: Temporary appointments
- 43A.15, subd. 4: Provisional appointments
- 43A.15, subd. 5: Non-competitive promotions
- 43A.15, subd. 6: Appointments through transfer or demotion
- 43A.15, subd. 7: Appointments for unclassified incumbents of newly classified positions
- 43A.15, subd. 10: Routine service
- 43A.15, subd. 12: Work-training appointments
- 43A.15, subd. 13: Revenue seasonal employees
- 43A.15, subd. 14: 700-hour on-the-job demonstration experience

No other non-competitive or unclassified appointments are to be included on this form.

The information completed in this form is used to monitor the enterprise hiring process. Agencies must submit quarterly progress reports recording the number of affirmative and non-affirmative appointments from the contents of these forms. Agencies must retain all forms for four years from the date of the relevant personnel action and submit copies to MMB upon request for any affirmative action audit. Data from this form may be used in MMB's Executive Branch Agency Affirmative Action Biennial Report to the Governor and Legislature. The report is used to assess the affirmative action progress of the State of Minnesota as an employer.

If you have questions about this form or need this form in an accessible format, contact Silvia Vaccaro, State Affirmative Action Officer, at 651-201-8217 or [silvia.vaccaro@state.mn.us](mailto:silvia.vaccaro@state.mn.us).