



Affirmative Action Monitoring the Hiring Process Form

This form must be approved by the Affirmative Action Officer before the agency can make a job offer.

Instructions

Use this form to monitor hirings in which an underutilization exists for protected group members in the job categories under [Minnesota Statutes 2023, section 43A.191, subdivision 3\(c\)](#) and [Minnesota Rules 3905.0600](#). Record competitive appointments made from qualified applicant pools by application to publicly posted classified position vacancies and the non-competitive appointments listed at the end of this form.

Complete this form before filling a vacancy with an underutilization in a protected group.

If the appointment is affirmative, regardless of being competitive or non-competitive, complete the following sections of this form:

- A. General Information,
- B. Identify Underutilized Group(s) for This Vacancy,
- C. Review of Applicant Pool,
- D. Appointment, and
- I. Signature and Date.

If the appointment is non-affirmative, complete all sections of this form.

A. General Information

Agency name and facility location: _____

Job Classification: _____

EEO4 Job Category: _____

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

Finalist selected for job offer: _____

Select Appointment Type:

Competitive Appointment as made from public posting, application, and qualified applicant pool for classified position vacancy.

Non-Competitive Appointment from the list at the end of this form.

B. Underutilized Group(s) For This Vacancy

Select all protected group(s) with underutilization in the agency's currently approved Affirmative Action Plan:

Females

Persons with Disabilities (PWD)

Racial or Ethnic Minorities (RE)

C. Review of Applicant Pool

[Minnesota Statutes 2023, 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-Protected	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. Appointment

Affirmative: Skip to sign and date at the end of this form.

Non-Affirmative: Justify the appointment in the next section.

E. Justification of Non-Affirmative Hire

Select all reason(s) that apply:

Collective Bargaining Agreement or Compensation Plan Provisions

Applied agreement or plan provisions, including seniority, appointment from layoff, claiming, transfer or demotion in lieu of layoff, or reassignment to avert layoff.

Cite provision: _____

Complied with grievance, arbitration, or litigation settlement.

Work Injury or Disability

Placed employee with active Workers' Compensation claim under Minnesota Administrative Procedure 10B.

No reasonable accommodation available for person with disability under State ADA Reasonable Accommodation Policy HR/LR #1433.

Underutilized Group Considerations

No applicant of underutilized group was in applicant pool.

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

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

Explain: _____

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

Explain: _____

Applicant selected was more qualified than applicant of underutilized group: **Attach completed Pre-Hire Justification form.**

Other.

Explain: _____

F. Pre-Employment Review Process

Followed pre-hire or pre-employment review process as provided in the agency's Affirmative Action Plan:

Yes

No

If no, explain: _____

G. Recruitment Conducted for this Vacancy

Select all advertising that applies:

State Newspapers

Diversity Focused Internet Sites

Internet Job Boards

Employee Suggestions

College or University

LinkedIn

Postings

MMB Websites

Job Fair

Workforce Centers

Diversity Focused Magazines

Professional Organizations

Trade or Technical School Postings

Agency Websites

Direct Mailings

Councils of Protected Groups

Community Newspapers

Other

Community or Civic Organizations

If other, describe: _____

Costs of recruitment for this vacancy: \$ _____

H. Human Resources Submission

By checking this box, I agree that my electronic signature is the legal equivalent of my manual signature on this form.

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

Signature: _____ Date: _____

Phone: _____ Email: _____

I. Affirmative Action Officer Approval

By checking this box, I agree that my electronic signature is the legal equivalent of my manual signature on this form.

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

Signature: _____ Date: _____

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

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 justified non-affirmative appointments from the contents of these forms. Agencies must retain all forms for four years and submit copies to MMB upon request for any affirmative action audit. The data makes up 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.