



State of Minnesota
Monitoring the Hiring Process Form

GENERAL INFORMATION

Agency name, location or facility: \_\_\_\_\_

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

EEO Job Category: \_\_\_\_\_

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

Finalist Selected for Job Offer: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Select Appointment Type:

Unlimited, classified filled competitively

Non-competitive, qualifying appointment

IDENTIFY UNDERUTILIZED PROTECTED GROUP(S) FOR THIS VACANCY (Check all that apply)

Women

Minorities

People with Disabilities

REVIEW OF APPLICANT POOL

Table with 6 columns: REVIEW OF APPLICANT POOL, Females, Minorities, People with Disabilities, Non-Protected Group, Total. Rows include: Number of all applicants, Number of applicants who met minimum qualifications, Number of applicants interviewed, Number of applicants the agency attempted to contact, Number of applicants who withdrew from applicant pool or declined job offer.

## APPOINTMENT

**Affirmative-** You do not need to complete the rest of the form. Sign and forward to agency Affirmative Action Officer.

**Non –Affirmative-** Indicate in the next section whether the appointment was Justified OR Non-justified.

## JUSTIFICATION OF HIRE

### Non-Affirmative, Justified:

The following reasons may apply if the person selected is not a member of a protected group (women, minority, or person with disability) for which there is an underutilization (“underutilized group”). Indicate reason(s) below for not selecting each qualified, underutilized group member as finalist(s) for this position.

### Collective Bargaining Agreement Provisions

Contract/Plan provisions applied. Including, but not limited to: seniority, appointment from layoff, claiming, transfer/demotion in lieu of layoff or reassignment to avert a layoff.

Cite contract language:

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Appointment made in order to comply with grievance, arbitration, or litigation settlement.

### Workers’ Compensation/Disability

Appointed workers’ compensation employee (under A.P. 10B) or appointed individual with a disability as a reasonable accommodation (under ADA Reasonable Accommodation Policy).

Unable to make reasonable accommodation for applicant’s disability.

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

### Qualifications and Requirements

No underutilized group members were in the applicant pool.

No underutilized group members met the minimum qualifications.

Underutilized group member(s) failed to pass mandatory job requirements such as certification /licensure, physical exam, background check or reference check.

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

Underutilized group member(s) did not respond to agency’s contact, voluntarily withdrew from applicant pool, or declined job offer.

The person selected was not a member of an underutilized group, but was more qualified than the candidates not selected.

Other- Explain: \_\_\_\_\_

**Non- Affirmative, Non-Justified:**

Missed opportunity- The person selected was not a member of an underutilized group, and the hiring manager/supervisor failed to justify why they did not select a qualified candidate from an underutilized group.

Explain \_\_\_\_\_

**Pre-Employment Review Process:**

Was the pre-hire/pre-employment review process followed as provided in agency affirmative action plan?

Yes No

If no, please explain: \_\_\_\_\_

**INDICATE RECRUITMENT CONDUCTED FOR THIS POSITION (Check all that apply)**

- |                                    |                                  |                              |
|------------------------------------|----------------------------------|------------------------------|
| Newspapers                         | Direct mailing                   | MMB Website                  |
| Internet Job Boards                | Community Newspaper              | Workforce Center             |
| Colleges/University Posting        | Community/Civic Organization     | Professional Organization    |
| Job Fair                           | Diversity-focused Internet Sites | Agency Website               |
| Diversity-focused Magazine/Journal | Employee Suggestions             | Disability/Minority Councils |
|                                    | Trade/Technical School Posting   |                              |

Other, please explain: \_\_\_\_\_

**RECRUITMENT COSTS FOR THIS POSITION (From section above)** \$ \_\_\_\_\_

**SIGNATURE BLOCK (Both signatures are required)**

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

By checking this box, I certify the above information is true and accurate to the best of my understanding.

Form Submitted By (Human Resource Staff): \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

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

By checking this box, I certify the above information is true and accurate to the best of my understanding.

Form Approved By (Affirmative Action Officer): \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

## **DIRECTIONS FOR COMPLETING THE MONITORING THE HIRING PROCESS FORM**

This form is used to monitor appointments when there is an underutilization of protected group members, as described in M.S. 43A.191, Subd. 3(c) and Minn. Rules 3905.0600. This form should be used for the following type of appointments:

- Competitive appointments;
- 43A.08, subd. 1(9) presidents, vice-presidents, deans, other managers and professionals in academic and academic support programs, administrative/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 Minnesota State, but not the custodial, clerical, or maintenance employees, or any professional or managerial employee performing duties in connection with the business administration of Perpich or Minnesota State
- 43A.08, subd. 1(11) attorneys, legal assistants, and three confidential employees appointed by the attorney general or employed with the attorney general's authorization;
- 43A.08, subd. 1(15) student workers;
- 43A.08, subd. 2a. temporary unclassified positions;
- 43A.15, subd. 3 temporary appointments;
- 43A.15, subd. 10 routine service and entry clerical appointments;
- 43A.15, subd. 12 work-training appointments;
- 43A.15, subd. 13 revenue seasonal employees.

### **HOW TO USE THE MONITORING THE HIRING PROCESS FORM:**

1. Complete this form for vacancies with an underutilization of protected group members.
2. Complete this form prior to filling the vacancy.

The information in this form will be used to monitor the hiring process. Agencies must submit quarterly reports indicating the number of affirmative and justified appointments, and non-justified appointments, based on data collected on this form. MMB requires agencies to submit these forms as part of the affirmative action audit process. Agencies must retain all forms for 4 years and submit copies to MMB upon request. Information will be included as part of the 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 or would like to request this form in an alternate format, please contact Minnesota Management & Budget (MMB) at 651-259-3784.