

RECRUITMENT

Description and Scope - Recruitment activities are shared responsibilities of Department of Employee Relations and all state agencies. M.S. 43A.09 directs the Commissioner of DOER, with cooperation from all appointing authorities of state agencies, to conduct an active recruitment program to maintain and replenish the state's workforce.

Objectives - To ensure that recruitment programs are publicly marketed, attract and obtain qualified applicants, and enhance the image of state employment; and to assist state agencies in meeting affirmative action goals to achieve a balanced workforce.

Responsibilities -

A. Appointing Authorities:

- Identify and communicate recruitment needs to DOER.
- Ensure that all recruitment activities are in compliance with the Americans with Disabilities Act by making materials available in alternative formats (when requested) and meeting locations accessible.
- Ensure that fee contracts with employment agencies conform to M.S. 16B.06 and that fees are not paid by applicants.
- Inform the DOER Human Resources Management Division of advertising activities.

B. Department of Employee Relations:

- Coordinate efforts of statewide recruitment to foster cooperative strategies between all state agencies and the community at large.
- Maintain data on recruitment resources to assist state agencies with recruitment activities, especially protected group communities.
- Develop and disseminate information about the state's selection process and actively recruit applicants for the state's employment data base.
- Provide on-going recruiting assistance for hard-to-fill occupations and respond to all agency requests for other recruiting assistance.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. M.S. 43A.09
- B. Americans with Disabilities Act, U.S. Code, Title 42
- C. Multi-source Recruitment and Selection Guidebook