



December 2009

TO: State Agency Heads, University of Wisconsin System President and Chancellors,  
Affirmative Action Officers and Personnel Managers

FROM: Jennifer Donnelly, Director 

SUBJECT: Written Hiring Reasons Report

The Written Hiring Reasons Report for Wisconsin State Government is enclosed. The report, covering the period July 1, 2008, through June 30, 2009, is required under ss. 230.25 (1p) and 230.27 (2k), Wis. Stats., created by 1991 Wisconsin Act 101. Act 101 made several changes in Wisconsin civil service law regarding veteran's preference and affirmative action. The law requires "written hiring reasons" for certain hiring transactions and requires the Office of State Employment Relations to summarize the hiring reasons and prepare the report.

Information for this report came from summary information provided by each agency. Your efforts and cooperation in compiling the summary reports is appreciated. The report includes a summary and information for each state agency and UW System unit.

If you have questions, please contact Claire Dehnert, Division of Affirmative Action and Workforce Planning, at (608) 267-1005 or email [Claire.dehnert@wisconsin.gov](mailto:Claire.dehnert@wisconsin.gov).

Enclosure

# State of Wisconsin Office of State Employment Relations

## Written Hiring Reasons Report

July 1, 2008 – June 30,  
2009

2009 HFHPber



Web Site: <http://OSER.state.wi.us>  
each Division are given on Web

(E-Mail Contacts for  
Site)

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

### INTRODUCTION

SUMMARY OF KEY FINDINGS FOR JULY 1, 2008 TO JUNE 30, 2009

## *Mission Statement...*

OSER's mission is to provide innovative human resources leadership and strategic direction to Wisconsin state government in order to maximize the quality and diversity of the state's workforce.

## *Vision Statement...*

OSER's vision is to continuously improve the effectiveness and efficiency of the state's human resource system through communication, partnerships, and strategic application of best practices to Wisconsin state government.

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*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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**Agency and UW Abbreviations**

HIRES	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
	#	% of Total	#	% of Total
Total Hires (New and Promotional)	2,350	*****	241	*****
Veteran or Spouse [as defined in s.230.03 (14)]	117	5.0%	25	10.4%
Person with Disability	24	1.0%	17	7.1%
Racial/Ethnic Minority (position in underutilized job group)	153	6.5%	5	2.1%
Women (position in underutilized job group)	247	10.5%	10	4.1%

## WRITTEN HIRING REASONS REPORT JULY 1, 2008 - JUNE 30, 2009

### INTRODUCTION

This report is required under ss. 230.25 (1p) and 230.27 (2k), Wis. Stats. The law requires that for each permanent appointment (new or promotional) made from a certification of eligible applicants, and for each appointment to a project position, the appointing authority shall make and retain a written record of the reasons for selecting the person who was appointed, if the person appointed is not a veteran, the spouse of a veteran or a person the hiring of whom would serve affirmative action purposes. In addition, agencies are required to submit an annual report to the Office of State Employment Relations (OSER) summarizing their written hiring reasons. OSER uses the agency reports to compile the summary for state employment.

To assist agencies in fulfilling their reporting requirement, the OSER Division of Affirmative Action and Workforce Planning (DAAWP) provides a form for recording the written hiring reason for each permanent classified and project appointment. The form is divided into three sections: the results of each hiring decision, the reasons for selecting the successful candidate over other applicants and summary statements of the hiring reason.

The choices for each hiring decision are:

- A veteran, or a spouse of a veteran, as defined in s.230.03 (14) was hired;
- A person with a disability was hired;
- The position is in a job group that is underutilized for racial/ethnic minorities, and a racial/ethnic minority was hired;
- The position is in a job group that is underutilized for women, and a woman was hired;  
and
- None of the above.

If “*none of the above*” is checked (i.e., a veteran, the spouse of a veteran or a person the hiring of whom would serve affirmative action purposes was not hired) the written hiring reasons portion of the form must be completed. Note that a person hired may fall in more than one category. For example, an individual may be a veteran, a person with a disability, a racial/ethnic minority, or a woman. Furthermore, not all racial/ethnic minority and female hires are reported as serving affirmative action purposes on this form. In order for a hire to be considered as serving affirmative action purposes, the hire must be for a position in a job group that is underutilized for racial/ethnic minorities, women or both.

The five possible reasons for selecting the successful candidate are:

- The selected person served in the position or a similar position previously;
- The selected person has superior relevant education and/or training for this position;
- The selected person has greater or more relevant experience;
- The selected person demonstrates superior ability to perform the key tasks required in this position; or
- The selected person received more favorable recommendations.

The body of the report includes: (1 ) a table that summarizes the results of all relevant hiring decisions for all agencies (including the University of Wisconsin System) during the report period, and (2) a table that summarizes the written hiring reasons for all state agencies during the report period. Tables providing similar information for each individual agency and unit of the University of Wisconsin System follow.



## Summary of Key Findings July 1, 2008, to June 30, 2009

There were 1,734 hires/promotions for state agencies during this period, which is 732 less than last fiscal year. Of those:

- 97 (5.6%) were veterans, an increase in percentage by 1.5% from last year,
- 19 (1.1%) were persons with disabilities, up a half of percent from last year,
- 122 (7.0%) were racial ethnic minorities hired in underutilized positions, which is up 1.8%, and
- 199 (11.5%) were women hired in underutilized positions, an increase of 1.2% from last

year.  Reasons given for the remaining 1,308 hires/promotions were:

- Superior relevant education/training: 420
- Greater experience: 413
- Superior ability: 175
- More favorable recommendation: 153

⑩ Served in similar position before: 147 The University of Wisconsin System had 616 hires/promotions, 20 less than last fiscal year. Of those:

- 20 (3.2%) were veterans, .4% higher than last year,
- 5 (0.8%) were persons with disabilities, this is an increase in both number and percentage from last year which had none,
- 31 (5.0%) were racial ethnic minorities in underutilized positions, a decrease of 1.4% from fiscal year 2008, and
- ⑩ 48 (7.8%) were women in underutilized positions, a slight decrease from FY08 of .2%.  Reasons given for the remaining 516 hires/promotions were:

- Greater experience: 227
- Served in similar position before: 158
- Superior ability: 67
- Superior relevant education/training: 44
- ⑩ More favorable recommendation: 20 There were 241 project appointments for both state agencies and the University of Wisconsin System:
  - 25 were veterans,
  - 17 were persons with disabilities,
  - 5 were racial ethnic minorities in underutilized positions, and
  - 10 were women in underutilized positions.

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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**TABLE 1 TOTAL PERMANENT CLASSIFIED AND PROJECT HIRES FOR WISCONSIN STATE AGENCIES AND UNIVERSITY OF WISCONSIN SYSTEM: July 1, 2008\_ - June 30, 2009**

**NOTE:** The sum of the categories of hires can be greater than the "Total Hires" because a person may be reported in more than one category.

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
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53707-7855

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**NOTE:** The sum of the categories of hires can be greater than the "Total Hires" because a person may be reported in more than one category.

**TABLE 3 HIRE INFORMATION FOR UNIVERSITY OF WISCONSIN SYSTEM: July 1, 2008 - JUNE 30, 2009**

**NOTE:** The sum of the categories of hires can be greater than the "Total Hires" because a person may be reported in more than one category.

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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**Agency and UW Abbreviations**

**PERMANENT CLASSIFIED**

**BASIS FOR HIRING DECISIONS FOR WISCONSIN STATE AGENCIES AND UNIVERSITY OF WISCONSIN SYSTEM: July 1, 2008 - June 30, 2009**

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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**BASIS FOR HIRING DECISIONS FOR UNIVERSITY OF WISCONSIN SYSTEM: July 1, 2008 - JUNE 30, 2009**

Jim Doyle  
Governor

Jennifer Donnelly  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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Person with Disability	24	1.0%	17	7.1%
Racial/Ethnic Minority (position in underutilized job group)	153	6.5%	5	2.1%
Women (position in underutilized job group)	247	10.5%	10	4.1%
Non-Veteran or Non-AA Categories	1,824	77.6%	203	84.2%

  

HIRES	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
	#	% of Total	#	% of Total
Total Hires (New and Promotional)	1,734	*****	176	*****
Veteran or Spouse [as defined in	67	5.0%	25	14.0%

**TABLE 7**

**HIRES FOR WISCONSIN STATE AGENCIES: July 1, 2008 -**

**June 30, 2009 PERMANENT CLASSIFIED PROJECT APPOINTMENT**

Jim Doyle  
Governor

Jennifer Donnelly  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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HIRES	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
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Total Hires (New and Promotional)	1,734	*****	176	*****
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**TABLE 8 HIRING BASIS FOR  
WISCONSIN STATE AGENCIES: July 1, 2008 - June 30, 2009**

PERMANENT CLASSIFIED PROJECT APPOINTMENT

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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Women (position in underutilized	247	10.5%	40	16.6%

**TABLE 9 HIRES FOR  
UNIVERSITY OF WISCONSIN SYSTEM: July 1, 2008 - June 30,  
2009**

PERMANENT CLASSIFIED PROJECT APPOINTMENT

**TABLE 10 HIRING BASIS FOR UNIVERSITY OF WISCONSIN SYSTEM**

*Jim Doyle*  
Governor

*Jennifer Donnelly*  
Director

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

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HIRES	PERMANENT CLASSIFIED POSITIONS	PROJECT POSITIONS
<u>PERMANENT CLASSIFIED PROJECT APPOINTMENT</u>		

**STATE AGENCIES ABBREVIATIONS KEY**

Jim Doyle  
Governor

Jennifer Donnelly  
Director

101 East Wilson Street P.O.  
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53707-7855

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**Table 7** Hires for Wisconsin State Agencies: July 1, 2008 - June 30, 2009

**Table 8** Hiring basis for Wisconsin State Agencies: July 1, 2008 - June 30, 2009

**Table 9** Hires for University of Wisconsin System: July 1, 2008 - June 30, 2009

**Table 10** Hiring basis for University of Wisconsin System: July 1, 2008 - June 30, 2009

**Agency and UW Abbreviations**

HIRES	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
	#	% of Total	#	% of Total
Total Hires (New and Promotional)	2,350	*****	241	*****
Veteran or Spouse [as defined in s.230.03 (14)]	117	5.0%	25	10.4%
Person with Disability	24	1.0%	17	7.1%
Racial/Ethnic Minority (position in underutilized job group)	153	6.5%	5	2.1%
Women (position in underutilized job group)	247	10.5%	10	4.1%
Non-Veteran or Non-AA Categories	1,824	77.6%	203	83.8%

HIRES	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
	#	% of Total	#	% of Total
Total Hires (New and Promotional)	1,734	*****	176	*****
Veteran or Spouse [as defined in s.230.03 (14)]	97	5.6%	25	14.2%
Person with Disability	19	1.1%	17	9.7%
Racial/Ethnic Minority (position in underutilized job group)	122	7.0%	2	1.1%
Women (position in underutilized job group)	199	11.5%	5	2.8%
Non-Veteran or Non-AA Categories	1,308	75.4%	144	81.9%

HIRES	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
	#	% of Total	#	% of Total
Total Hires (New and Promotional)	616	*****	65	*****
Veteran or Spouse [as defined in s.230.03 (14)]	20	3.2%	0	0.0%

**WTCS**

*Jim Doyle*  
Governor

101 East Wilson Street P.O.  
Box 7855 Madison, WI  
53707-7855

*Jennifer Donnelly*  
Director

WISCONSIN

TECHNICAL

COLLEGE

**INTRODUCTION**

**SUMMARY OF KEY FINDINGS FOR JULY 1, 2008 TO JUNE 30, 2009**

**Table 1** Total permanent classified and project hires for Wisconsin State Agencies and University of Wisconsin System: July 1, 2008 - June 30, 2009

SYSTEM BOARD

**UW**

**Table 2** Hire information for Wisconsin State Agencies: July 1, 2008 - June 30, 2009

**CAMPUSES**

**Table 3** Hire information for University of Wisconsin System: July 1, 2008 - June 30, 2009

**ABBREVIATIONS**

**Table 4** Basis for hiring decisions for Wisconsin State Agencies and University of Wisconsin System: July 1, 2008 - June 30, 2009

**KEY**

**Table 5** Basis for hiring decisions for Wisconsin State Agencies: July 1, 2008 - June 30, 2009

**Table 6** Basis for hiring decisions for University of Wisconsin System: July 1, 2008 - June 30, 2009

**Table 7** Hires for Wisconsin State Agencies: July 1, 2008 - June 30, 2009

**Table 8** Hiring basis for Wisconsin State Agencies: July 1, 2008 - June 30, 2009

**Table 9** Hires for University of Wisconsin System: July 1, 2008 - June 30, 2009

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**Agency and UW Abbreviations**