

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- DIVISION OF AFFIRMATIVE ACTION & WORKFORCE PLANNING -

Date: July 2, 2009

Locator No.: OSER-0245-AA

Subject: Written Hiring Reasons – Annual Summary

State law [ss.230.21 (lm)(b), 230.25 (1p) and 230.27 (2k), Wis. Stats.] requires appointing authorities to keep written records of hiring reasons when a veteran or “a person the hiring of whom would serve affirmative action purposes” is not hired for a permanent classified or project position. In addition, appointing authorities are required to submit an annual report summarizing the written hiring reasons to the Office of State Employment Relations. The Written Hiring Reasons for Classified and Project Appointments form (OSER-DAA 11) and instructions for completion are provided in accordance with the Office of State Employment Relations Bulletin OS-55, MRS-134, AA-25 (4/15/92).

The Annual Summary of written hiring reasons covering the period July 1, 2008 to June 30, 2009 is due **August 15, 2009**. Please forward the summary no later than August 15th to: Claire Dehnert, Division of Affirmative Action & Workforce Planning, Office of State Employment Relations, 101 East Wilson Avenue, 4th Floor, Madison, WI 53703.

Attached to this bulletin are the Annual Summary - Written Hiring Reasons form (OSER-DAA 12) and an optional worksheet for use in completing the form. Instructions are on the back of this bulletin and on the back of each form and worksheet. **Agencies should photocopy the form and worksheet for future use.**

A copy of the Written Hiring Reasons for Classified and Project Appointments form (OSER-DAA 11) is attached for reference.

If you have questions regarding the Annual Summary, contact Claire Dehnert, Division of Affirmative Action, at (608) 267-1005.



Alphonso Cooper, Administrator
Division of Affirmative Action &
Workforce Planning

Attachments

Written Hiring Reason for Classified and Project Appointment

This form must be completed for all permanent appointments (new and promotional) made from a certification list and all appointments to project positions.

Agency

Secondary Unit (Div., Bureau, etc.)

Position Classification

Certification Number

Name of Person Appointed

Date of Appointment

Permanent

Project

I. Hiring Decision *Check the Appropriate box(es). (More than one box can be checked)*

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

If A, B, C, or D is checked, go to Section V. If E is checked, complete Sections II, III, and IV.

II. Written Hiring Reason *Describe the reason for selecting the successful candidate over the other applicants.*

III. Statistical Summary *For the statistical summary required by state law, check the ONE box below which most closely describes the most significant reason given in Section II for selecting the person who was appointed.*

- A. The selected person served in this position or a similar position previously.
- B. The selected person has superior relevant education and/or training for this position.
- C. The selected person has greater or more relevant experience for performing the duties of this position.
- D. The selected person demonstrates superior ability to perform the key tasks required in this position.
- E. The selected person received more favorable recommendations.

IV. Additional Information *Check all that apply*

- A. There no veterans on the certification list.
- B. The position is in a job group that is underutilized for racial/ethnic minorities. There were no racial/ethnic minorities on the list.
- C. The position is in a job group that is underutilized for women. There were no women on the list.
- D. There were no self-identified persons with disabilities on the list.
- E. Persons from A, B, C or D above were on the list, but all either declined an offer, failed to report, were not available, were not located; or were not interested in, or eligible for, the position..

V. Signature

Signature

Date

Name (Print)

Title

Instructions for Annual Summary Form (OSER-DAA 12)

- Complete one form for each agency/UW system Unit and forward to DAA. Agencies/UW System Units may want to complete summaries for subunits for their own use.
- “Total Hires” equals the total number of Written Hiring Reason forms completed for each position type (Permanent Classified and Project). **NOTE: Permanent Classified Employees include: Permanent Classified, Promotional and Project Permanent. Project Employees are Project/Project .** A form must be completed for each hire and at least one of Boxes I.A. through I.E. must be checked on each form. The total of I.A. through I.E. may be greater than the “Total Hires”.
- The percentage of I.A. through I.E. are percentages each is of the “Total Hires.”
- The percentages of III.A. through IV.E. are the percentages each is of the number in I. E. The total of boxes III.A. through III.E. may **not** be different than the number in I.E.

Instructions for Annual Summary Worksheet

- The worksheet is for agency use only. It is not mandatory. Do not forward to DAA.
- Use a separate worksheet for hires in Permanent Classified positions and for Project (Project Project) positions. Check the appropriate box.
- “Total Hires” equals the total number of Written Hiring Reasons forms completed for each position type (Permanent Classified and Project).
- Use hash marks to record each time a box is checked. (Example: I.A. /// , etc.)
- Use additional worksheets if needed.

ANNUAL SUMMARY

Written Hiring Reason for Permanent Classified and Project Appointments

Fiscal Year Ending _____

Agency/UW System Unit _____

Contact Person _____ Phone # _____

	Permanent Classified		Project	
	#	% of Total	#	% of Total
Total Hires				
Hiring Decision				
*I.A.				
I.B.				
I.C.				
I.D.				
I.E.				

Statistical Summary		% of I.E.		% of I.E.
III.A.				
III.B.				
III.C.				
III.D.				
III.E.				

Additional Information				
IV.A.				
IV.B.				
IV.C.				
IV.D.				
IV.E.				

* Refer to items on Form OSER-DAA-11, Written Hiring Reason for Classified and Project Position

ANNUAL SUMMARY WORKSHEET

Written Hiring Reason for Permanent Classified and Project Appointments

Permanent Classified **Project**

Total Hires:

Hiring Decision

I.A.

I.B.

I.C.

I.D.

I.E.

Statistical Summary:

III.A.

III.B.

III.C.

III.D.

III.E.

Additional Information:

IV.A.

IV.B.

IV.C.

IV.D.

IV.E.
