

## OFFICE OF STATE EMPLOYMENT RELATIONS

### *- DIVISION OF AFFIRMATIVE ACTION BULLETIN -*

**Date:** June 26, 2014

**Locator No.:** OSER-0371-AA

**Subject:** Hiring Reason and Written Hiring  
Justification Data Collection

This bulletin clarifies the requirement of collecting hiring reason data for all new hires, promotions and project hires and written hiring justifications for certain underutilized position hires. This bulletin replaces bulletin AA-65.

The Office of State Employment Relations (OSER) is required under ss. 230.21(1m)(b), 230.25(1p), and 230.27(2k), Wis. Stats., to prepare a report summarizing, for each agency, the appointing authority's reasons for selecting the persons who were appointed for new hires, promotions, and project appointments who were not veterans or is not a person the hiring of whom would serve affirmative action purposes.

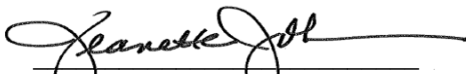
Beginning with Fiscal Year 2013, all data summarized in the Written Hiring Reasons report is extracted from Wisc.Jobs. Hiring data in Wisc.Jobs is entered and maintained by each State Agency and University Campus' human resource department.

To assist agencies in collecting the required data to input in Wisc.Jobs, the Division of Affirmative Action (DAA) has updated the current Written Hiring Reason form, OSER-DAA-11. Although use of this specific form is optional, input of the data into Wisc.Jobs, and documentation of the written hiring justification and Affirmative Action Officer approval is required (s. 230.25(1p), Wis. Stats.; s. 800.060, Wisconsin Human Resources Handbook).

The data requested on the Written Hiring Reason form (OSER-DAA-11), is collected in Wisc.jobs for **all** new hires, promotions and project position hires. A written hiring justification and Affirmative Action Officer approval is required prior to an offer for any underutilized position in which the recommended person for hire is not in the underutilized group, not a veteran, as defined in s. 230.03(14), Wis. Stats. or not a person with disabilities. If there is no Affirmative Action person on the register or all either declined an offer, failed to report, were not available, were not located or were not interested in or eligible for the position, a written hiring justification is not required. Although a written hiring justification is only required by statute for certain underutilized positions, it is best practice to complete a written hiring justification for all hires.

Recruitment steps required by statute for Affirmative Action reasons are reviewed during agency monitoring visits conducted by the OSER/DAA.

If you have questions regarding this bulletin, please contact OSER/DAA at 608-266-5709 or [OSERDAA@wi.gov](mailto:OSERDAA@wi.gov).



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