



# State of Wisconsin Written Hiring Reasons Report

Fiscal Year 2023

*The State of Wisconsin Written Hiring Reasons Report summarizes the appointing authorities' reason for selecting persons appointed as hires, promotions, and project appointments for each state agency in Wisconsin state employment from July 1, 2022, through June 30, 2023.*

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# STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
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Jen Fogel, Division Administrator

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Date: November 30, 2023

To: State Agency Heads, Equity and Inclusion Officers, and Human Resources Managers

From: Jen Fogel, Administrator  
Division of Personnel Management

Subject: Written Hiring Reasons Report Fiscal Year (FY) 2023

The Division of Personnel Management (DPM) is required under s. [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 reason(s) for selecting persons who were appointed as new hires, promotions, and project appointments when the new hire is being hired for an underutilized position and is not a part of the group the position is underutilized by. This document satisfies that requirement and serves as the Written Hiring Reasons Report for the Wisconsin state government for Fiscal Year 2023: July 1, 2022, through June 30, 2023. The information collected for this report is self-reported in PeopleSoft Recruiting Solutions by all state agencies. PeopleSoft Recruiting Solutions is comprised of two complementary applications, Candidate Gateway and Talent Acquisition Manager (TAM), which work in conjunction to provide enterprise recruiting functions.

State agencies are encouraged to use this information as a monitoring tool for evaluating their agency's hiring of veterans, persons with disabilities, members of racial and ethnic minority groups, and women in classified and project appointments. This information may also assist agencies with recruitment and retention efforts.

If you have any questions, please contact Andrew Geissler, Executive Human Resource Specialist – Advanced, Bureau of Merit, Recruitment and Selection, at (608) 266-0714 or email at [andrew.geissler@wisconsin.gov](mailto:andrew.geissler@wisconsin.gov) or Suzanne Lidtke, Executive Equity and Inclusion Specialist – Senior, Bureau of Equity and Inclusion, at (608) 266-0713 or email at [suzanne.lidtke@wisconsin.gov](mailto:suzanne.lidtke@wisconsin.gov).

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## Introduction

The *Written Hiring Reasons Report* is an annual summary of the hiring data required by section s. [230.21\(1m\)\(b\)](#), [230.25\(1p\)](#) and [230.27\(2k\)](#), Wis. Stats. It captures the hiring selection, the affirmative action category and the reason a person in an affirmative action (AA) category was not selected for an underutilized classification. The hiring data was extracted from PeopleSoft Recruiting Solutions which is comprised of two complementary applications: Candidate Gateway and Talent Acquisition Manager (TAM). The two applications work in conjunction to support enterprise recruiting functions.

Hiring and promotion data for selected candidates is captured for the following categories for this report:

- Veterans, or spouses of veterans, as defined in s. [230.03\(14\)](#), Wis. Stats.
- A person who was eligible to participate in Disabled Expanded Certification (DEC)<sup>1</sup>.
- Positions in underutilized job groups for racial and ethnic minorities.
- Positions in underutilized job groups for women.
- Non-veteran and not in an affirmative action group; and
- Not indicated – *This category includes employees who did not disclose demographic data that informs whether the employee identifies with an affirmative action category (Tables 2 and 3).*

**Note:** An employee hired or promoted may identify in more than one category and count in each category that applies.

Agency appointing authorities are required to indicate one of the following reasons for selecting a candidate who would not serve affirmative action purposes over other applicants who would do so:

- The appointed candidate demonstrated greater knowledge of the key tasks required in the position.
- The appointed candidate had broader or more relevant experience performing the duties of the position.
- The appointed candidate had more advanced education and or training for the position.
- The appointed candidate served in the (same) position or a similar position previously.

In this report, Tables 1, 2, and 3 show all hires, regardless of whether a written hiring reason was required. Tables 4, 5, and 6 are limited to the hires where a written hiring reason is required. In FY 2022, all written hiring reasons, regardless of whether the position was underutilized or whether the selected person indicated inclusion in an AA category, were reported.

Every effort was made to extract written hiring reasons from the PeopleSoft TAM module for every circumstance in which the information is required. Measures are being taken to increase the submission and accuracy of this data for future reports.

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<sup>1</sup> Disabled Expanded Certification (DEC) – [Section 230.25\(1n\)](#), Wis. Stats., and [s. ER-MRS-12.06](#), Wis. Adm. Code, indicate that up to three names of persons with a disability can be certified. “To be eligible for certification under this section, a person shall have a permanent physical or mental impairment which substantially limits the major life activity of working. “Substantially limits” means significantly restricts the ability to perform either a class or broad range of jobs compared to the average person who has comparable training, skills and abilities.” [s. ER-MRS-12.06\(2\)](#), Wis. Adm. Code. Applicants are eligible for DEC, when a qualified professional verifies the disability and eligibility for the program by completing the Disabled Expanded Certification Verification form (DOA-15521) and submitting it to the Bureau of Merit, Recruitment and Selection (BMRS) prior to certification. (For a copy of this form, see <https://dpm.wi.gov/PublishingImages/Pages/Forms/Disabled%20Expanded%20Certification%20%28DOA%20-%2015521%29.pdf>.) The verification will be valid for all positions for which the person applies for five years after the date BMRS receives the verification. See [s. ER-MRS-12.06\(3\)](#), Wis. Adm. Code. Persons who have a disability but who are certified under the BAS certification provision without regard to their disability are not counted for purposes of this certification provision.

## Key Findings

For FY 2023, state agencies reported 6,371 hires and promotions for permanent classified positions and 209 hires for project appointments. Among the 6,371 hires and promotions in permanent classified positions (Table 1):

- 465 (7.30%) employees hired/promoted identified as either veterans or veteran spouses<sup>2</sup>, a proportional decrease of 0.90% from the last fiscal year.
- 6 (0.09%) employees hired/promoted were verified as DEC eligible. In FY 2022, all employees who identified as a person with a disability were reported.
- 1,457 (22.87%) employees hired/promoted identified as racial/ethnic minorities, a proportional increase of 2.57% from the last fiscal year.
- 205 (3.22%) employees hired/promoted in underutilized positions identified as racial/ethnic minorities, a proportional increase of 0.22% from the last fiscal year.
- 3,628 (56.95%) employees hired/promoted identified as women, a proportional decrease of 0.85% from the last fiscal year.
- 1,793 (28.14%) employees hired/promoted in underutilized positions identified as women, a proportional increase of 2.50% from the last fiscal year.
- 1,797 (28.21%) employees hired/promoted did not identify as a veteran, spouse of a veteran, or affirmative action group member, a proportional increase of 4.01% from the last fiscal year.

## Hires and Promotions

### Overview

For FY 2023, state agencies reported 6,371 hires and promotions for permanent classified positions and 209 total hires for project appointments. In FY 2023, 3,250 permanent classified positions and 104 project positions were identified as underutilized for women and/or racial and ethnic minorities.

Of the 2,638 hires and promotions into permanent classified positions underutilized for women:

- 1,793 (67.97%) employees who identified as women were hired or promoted into positions underutilized for women.
- 845 (32.03%) employees who did not identify as women were hired or promoted into positions underutilized for women.

Of the 612 hires and promotions into permanent classified positions underutilized for racial and ethnic minorities:

- 205 (33.50%) employees who identified as a racial or ethnic minority were hired/promoted into positions underutilized for racial and ethnic minorities.
- 407 (66.50%) employees who did not identify as a racial or ethnic minority were hired/promoted into positions underutilized for racial and ethnic minorities.

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<sup>2</sup> Veteran spouse includes “un-remarried spouse of a veteran who was killed in action,” “un-remarried spouse of a veteran who died of a service-connected disability,” and “spouse of a disabled veteran whose disability is at least 70 percent.”

Of the 3,250 hires and promotions into permanent classified positions underutilized for women and/or racial and ethnic minorities:

- 1,998 (61.48%) employees who identified as a woman and/or a racial or ethnic minority were hired/promoted into positions underutilized for women and racial and ethnic minorities.
- 1,252 (38.52%) employees who did not identify as a woman and/or racial or ethnic minority were hired/promoted into positions underutilized for women and racial and ethnic minorities.

Of the 82 hires into project positions underutilized for women:

- 69 (84.15%) employees who identified as women were hired into positions underutilized for women.
- 13 (15.85%) employees who did not identify as a woman were hired into positions underutilized for women.

Of the 22 hires into project positions underutilized for racial and ethnic minorities:

- 7 (31.82%) employees who identified as a racial or ethnic minority were hired into positions underutilized for racial and ethnic minorities.
- 15 (68.18%) employees who did not identify as a racial or ethnic minority were hired into positions underutilized for racial and ethnic minorities identified as a racial or ethnic minority.

Of the 104 hires into project positions underutilized for women and/or racial and ethnic minorities:

- 76 (73.08%) employees who identified as a woman and/or as a racial or ethnic minority were hired into positions underutilized for women and racial and ethnic minorities.
- 28 (26.92%) employees who did not identify as a woman and/or racial or ethnic minority were hired into positions underutilized for women and racial and ethnic minorities.

In FY 2023, 1,115 (16.95%) hires and promotions were made in underutilized job groups and did not meet an affirmative action objective (thus requiring a documented written hiring reason per statute).

Table 1: Hires and Promotions for Wisconsin State Agencies

| Affirmative Action Category                              | Permanent Classified Positions |        | Project Positions |        |
|--|--------------------------------|--------|-------------------|--------|
|  | #                              | %      | #                 | %      |
| <b>Total Hires &amp; Promotions <sup>ab</sup></b>        | <b>6,371</b>                   |        | <b>209</b>        |        |
| Veteran or Veteran Spouse <sup>c</sup>                   | 465                            | 7.30%  | 9                 | 4.31%  |
| Persons Verified as DEC Eligible                         | 6                              | 0.09%  | 0                 | 0.00%  |
| Racial/Ethnic Minority                                   | 1,457                          | 22.87% | 44                | 21.05% |
| Racial/Ethnic Minority Hired in Underutilized Job Groups | 205                            | 3.22%  | 7                 | 3.35%  |
| Women  | 3,628                          | 56.95% | 151               | 72.25% |
| Women Hired in Underutilized Job Groups                  | 1,793                          | 28.14% | 69                | 33.01% |
| Non-Veteran Non-AA Group Hires                           | 1,797                          | 28.21% | 44                | 21.05% |

<sup>a</sup> An employee hired or promoted may identify in more than one category and count in each category that applies.

<sup>b</sup> Project positions are only hires. Movement into a project position cannot be promotional.

<sup>c</sup> Veteran spouse includes “un-remarried spouse of a veteran who was killed in action,” “un-remarried spouse of a veteran who died of a service-connected disability,” and “spouse of a disabled veteran whose disability is at least 70 percent.”

By Agency

The total number of hires and promotions by an agency for permanent classified and project appointments are listed below in Tables 2 and 3. The Affirmative Action (AA) groups hired are identified and the appointments not representing an AA group are listed under total non-Veteran, and Non-AA group hires.

Table 2: Permanent Classified Appointments for Wisconsin State Agencies

| Agency*      | Hires and Promotions |                                 |               |                                |              |                                  |              |                          |               |              |               |   |               |                |              |  |
|--------------|----------------------|---------------------------------|---------------|--------------------------------|--------------|----------------------------------|--------------|--------------------------|---------------|--------------|---------------|---|---------------|----------------|--------------|--|
|              | Total Hires          | Total Veteran & AA Group Hires† |               | Veterans & Spouses of Veterans |              | Persons Verified as DEC Eligible |              | Racial/Ethnic Minorities |               | Women        |               | Total Non-Veteran & Non-AA Group Hires‡ |               | Not Indicated§ |              |  |
| BCPL         | 1                    | 1                               | 100.00%       | 0                              | 0.00%        | 0                                | 0.00%        | 1                        | 100.00%       | 0            | 0.00%         | 0                                       | 0.00%         | 0              | 0.00%        |  |
| BOALTC       | 7                    | 6                               | 85.71%        | 0                              | 0.00%        | 0                                | 0.00%        | 0                        | 0.00%         | 6            | 85.71%        | 1                                       | 14.29%        | 0              | 0.00%        |  |
| BPDD         | 1                    | 1                               | 100.00%       | 0                              | 0.00%        | 0                                | 0.00%        | 0                        | 0.00%         | 1            | 100.00%       | 0                                       | 0.00%         | 0              | 0.00%        |  |
| DATCP        | 119                  | 77                              | 64.71%        | 12                             | 10.08%       | 0                                | 0.00%        | 9                        | 7.56%         | 62           | 52.10%        | 42                                      | 35.29%        | 0              | 0.00%        |  |
| DCF          | 127                  | 107                             | 84.25%        | 3                              | 2.36%        | 0                                | 0.00%        | 40                       | 31.50%        | 102          | 80.31%        | 20                                      | 15.75%        | 0              | 0.00%        |  |
| DFI          | 21                   | 17                              | 80.95%        | 0                              | 0.00%        | 0                                | 0.00%        | 2                        | 9.52%         | 16           | 76.19%        | 4                                       | 19.05%        | 0              | 0.00%        |  |
| DHS          | 1,624                | 1,322                           | 81.40%        | 75                             | 4.62%        | 2                                | 0.12%        | 591                      | 36.39%        | 1,121        | 69.03%        | 296                                     | 18.23%        | 6              | 0.37%        |  |
| DMA          | 146                  | 92                              | 63.01%        | 47                             | 32.19%       | 0                                | 0.00%        | 14                       | 9.59%         | 48           | 32.88%        | 54                                      | 36.99%        | 0              | 0.00%        |  |
| DNR          | 290                  | 135                             | 46.55%        | 14                             | 4.83%        | 0                                | 0.00%        | 16                       | 5.52%         | 119          | 41.03%        | 155                                     | 53.45%        | 0              | 0.00%        |  |
| DOA          | 321                  | 229                             | 71.34%        | 24                             | 7.48%        | 0                                | 0.00%        | 45                       | 14.02%        | 207          | 64.49%        | 92                                      | 28.66%        | 0              | 0.00%        |  |
| DOC          | 1,954                | 1,265                           | 64.74%        | 159                            | 8.14%        | 0                                | 0.00%        | 413                      | 21.14%        | 1,001        | 51.23%        | 560                                     | 28.66%        | 129            | 6.60%        |  |
| DOJ          | 154                  | 104                             | 67.53%        | 7                              | 4.55%        | 0                                | 0.00%        | 22                       | 14.29%        | 91           | 59.09%        | 50                                      | 32.47%        | 0              | 0.00%        |  |
| DOR          | 147                  | 99                              | 67.35%        | 10                             | 6.80%        | 1                                | 0.68%        | 34                       | 23.13%        | 79           | 53.74%        | 42                                      | 28.57%        | 6              | 4.08%        |  |
| DOT          | 617                  | 327                             | 53.00%        | 50                             | 8.10%        | 0                                | 0.00%        | 118                      | 19.12%        | 235          | 38.09%        | 285                                     | 46.19%        | 5              | 0.81%        |  |
| DPI          | 143                  | 119                             | 83.22%        | 8                              | 5.59%        | 0                                | 0.00%        | 28                       | 19.58%        | 102          | 71.33%        | 24                                      | 16.78%        | 0              | 0.00%        |  |
| DSPS         | 50                   | 34                              | 68.00%        | 4                              | 8.00%        | 0                                | 0.00%        | 4                        | 8.00%         | 31           | 62.00%        | 16                                      | 32.00%        | 0              | 0.00%        |  |
| DVA          | 121                  | 91                              | 75.21%        | 16                             | 13.22%       | 0                                | 0.00%        | 17                       | 14.05%        | 75           | 61.98%        | 27                                      | 22.31%        | 3              | 2.48%        |  |
| DWD          | 308                  | 238                             | 77.27%        | 29                             | 9.42%        | 3                                | 0.97%        | 72                       | 23.38%        | 188          | 61.04%        | 69                                      | 22.40%        | 1              | 0.32%        |  |
| ECB          | 5                    | 1                               | 20.00%        | 0                              | 0.00%        | 0                                | 0.00%        | 0                        | 0.00%         | 1            | 20.00%        | 4                                       | 80.00%        | 0              | 0.00%        |  |
| ELE          | 9                    | 6                               | 66.67%        | 0                              | 0.00%        | 0                                | 0.00%        | 1                        | 11.11%        | 6            | 66.67%        | 3                                       | 33.33%        | 0              | 0.00%        |  |
| ETF          | 38                   | 36                              | 94.74%        | 4                              | 10.53%       | 0                                | 0.00%        | 6                        | 15.79%        | 33           | 86.84%        | 2                                       | 5.26%         | 0              | 0.00%        |  |
| ETH          | 1                    | 0                               | 0.00%         | 0                              | 0.00%        | 0                                | 0.00%        | 0                        | 0.00%         | 0            | 0.00%         | 1                                       | 100.00%       | 0              | 0.00%        |  |
| HEAB         | 1                    | 1                               | 100.00%       | 0                              | 0.00%        | 0                                | 0.00%        | 0                        | 0.00%         | 1            | 100.00%       | 0                                       | 0.00%         | 0              | 0.00%        |  |
| LIRC         | 3                    | 2                               | 66.67%        | 0                              | 0.00%        | 0                                | 0.00%        | 0                        | 0.00%         | 2            | 66.67%        | 1                                       | 33.33%        | 0              | 0.00%        |  |
| OCI          | 30                   | 19                              | 63.33%        | 1                              | 3.33%        | 0                                | 0.00%        | 4                        | 13.33%        | 16           | 53.33%        | 11                                      | 36.67%        | 0              | 0.00%        |  |
| OSPD         | 47                   | 42                              | 89.36%        | 1                              | 2.13%        | 0                                | 0.00%        | 15                       | 31.91%        | 36           | 76.60%        | 5                                       | 10.64%        | 0              | 0.00%        |  |
| PSC          | 35                   | 17                              | 48.57%        | 0                              | 0.00%        | 0                                | 0.00%        | 2                        | 5.71%         | 16           | 45.71%        | 18                                      | 51.43%        | 0              | 0.00%        |  |
| Tour         | 6                    | 5                               | 83.33%        | 0                              | 0.00%        | 0                                | 0.00%        | 0                        | 0.00%         | 5            | 83.33%        | 1                                       | 16.67%        | 0              | 0.00%        |  |
| WHS          | 39                   | 28                              | 71.79%        | 1                              | 2.56%        | 0                                | 0.00%        | 2                        | 5.13%         | 25           | 64.10%        | 11                                      | 28.21%        | 0              | 0.00%        |  |
| WTCB         | 6                    | 3                               | 50.00%        | 0                              | 0.00%        | 0                                | 0.00%        | 1                        | 16.67%        | 3            | 50.00%        | 3                                       | 50.00%        | 0              | 0.00%        |  |
| <b>Total</b> | <b>6,371</b>         | <b>4,424</b>                    | <b>69.44%</b> | <b>465</b>                     | <b>7.30%</b> | <b>6</b>                         | <b>0.09%</b> | <b>1,457</b>             | <b>22.87%</b> | <b>3,628</b> | <b>56.95%</b> | <b>1,797</b>                            | <b>28.21%</b> | <b>150</b>     | <b>2.35%</b> |  |

\*Agencies with no new permanent appointments were CANPB, SOS, and WERC.

†Total veterans and AA group employee hires identified in one or more of the veteran and/or AA groups.

‡Total non-Veterans and non-AA group employee hires.

§Total number of employee hires that did not disclose their race/ethnicity, making it undetermined if they belong to an AA group.

† + ‡ + § = Total Hires.

Table 3: Project Appointments for Wisconsin State Agencies

| Agency*      | Project Appointments |                                 |               |                                |              |                           |              |                          |               |            |               |   |               |                |              |
|--------------|----------------------|---------------------------------|---------------|--------------------------------|--------------|---------------------------|--------------|--------------------------|---------------|------------|---------------|---|---------------|----------------|--------------|
|              | Total Hires          | Total Veteran & AA Group Hires† |               | Veterans & Spouses of Veterans |              | Persons with Disabilities |              | Racial/Ethnic Minorities |               | Women      |               | Total Non-Veteran & Non-AA Group Hires‡ |               | Not Indicated§ |              |
| BPDD         | 2                    | 2                               | 100.00%       | 0                              | 0.00%        | 0                         | 0.00%        | 0                        | 0.00%         | 2          | 100.00%       | 0                                       | 0.00%         | 0              | 0.00%        |
| DATCP        | 6                    | 4                               | 66.67%        | 0                              | 0.00%        | 0                         | 0.00%        | 1                        | 16.67%        | 4          | 66.67%        | 1                                       | 16.67%        | 1              | 16.67%       |
| DCF          | 10                   | 9                               | 90.00%        | 0                              | 0.00%        | 0                         | 0.00%        | 1                        | 10.00%        | 9          | 90.00%        | 1                                       | 10.00%        | 0              | 0.00%        |
| DHS          | 49                   | 42                              | 85.71%        | 1                              | 2.04%        | 0                         | 0.00%        | 11                       | 22.45%        | 40         | 81.63%        | 6                                       | 12.24%        | 1              | 2.04%        |
| DMA          | 12                   | 10                              | 83.33%        | 3                              | 25.00%       | 0                         | 0.00%        | 0                        | 0.00%         | 9          | 75.00%        | 2                                       | 16.67%        | 0              | 0.00%        |
| DNR          | 19                   | 10                              | 52.63%        | 0                              | 0.00%        | 0                         | 0.00%        | 2                        | 10.53%        | 10         | 52.63%        | 9                                       | 47.37%        | 0              | 0.00%        |
| DOA          | 13                   | 12                              | 92.31%        | 0                              | 0.00%        | 0                         | 0.00%        | 4                        | 30.77%        | 11         | 84.62%        | 1                                       | 7.69%         | 0              | 0.00%        |
| DOC          | 2                    | 1                               | 50.00%        | 0                              | 0.00%        | 0                         | 0.00%        | 0                        | 0.00%         | 1          | 50.00%        | 1                                       | 50.00%        | 0              | 0.00%        |
| DOJ          | 14                   | 11                              | 78.57%        | 0                              | 0.00%        | 0                         | 0.00%        | 3                        | 21.43%        | 11         | 78.57%        | 3                                       | 21.43%        | 0              | 0.00%        |
| DPI          | 6                    | 5                               | 83.33%        | 0                              | 0.00%        | 0                         | 0.00%        | 1                        | 16.67%        | 5          | 83.33%        | 1                                       | 16.67%        | 0              | 0.00%        |
| DSPS         | 12                   | 10                              | 83.33%        | 0                              | 0.00%        | 0                         | 0.00%        | 3                        | 25.00%        | 10         | 83.33%        | 2                                       | 16.67%        | 0              | 0.00%        |
| DVA          | 5                    | 4                               | 80.00%        | 2                              | 40.00%       | 0                         | 0.00%        | 0                        | 0.00%         | 3          | 60.00%        | 1                                       | 20.00%        | 0              | 0.00%        |
| DWD          | 14                   | 7                               | 50.00%        | 2                              | 14.29%       | 0                         | 0.00%        | 4                        | 28.57%        | 4          | 28.57%        | 7                                       | 50.00%        | 0              | 0.00%        |
| ELE          | 2                    | 1                               | 50.00%        | 0                              | 0.00%        | 0                         | 0.00%        | 0                        | 0.00%         | 1          | 50.00%        | 1                                       | 50.00%        | 0              | 0.00%        |
| OSPD         | 29                   | 24                              | 82.76%        | 1                              | 3.45%        | 0                         | 0.00%        | 12                       | 41.38%        | 23         | 79.31%        | 3                                       | 10.34%        | 2              | 6.90%        |
| PSC          | 10                   | 6                               | 60.00%        | 0                              | 0.00%        | 0                         | 0.00%        | 2                        | 20.00%        | 5          | 50.00%        | 4                                       | 40.00%        | 0              | 0.00%        |
| Tour         | 3                    | 2                               | 66.67%        | 0                              | 0.00%        | 0                         | 0.00%        | 0                        | 0.00%         | 2          | 66.67%        | 1                                       | 33.33%        | 0              | 0.00%        |
| WHS          | 1                    | 1                               | 100.00%       | 0                              | 0.00%        | 0                         | 0.00%        | 0                        | 0.00%         | 1          | 100.00%       | 0                                       | 0.00%         | 0              | 0.00%        |
| <b>Total</b> | <b>209</b>           | <b>161</b>                      | <b>77.03%</b> | <b>9</b>                       | <b>4.31%</b> | <b>0</b>                  | <b>0.00%</b> | <b>44</b>                | <b>21.05%</b> | <b>151</b> | <b>72.25%</b> | <b>44</b>                               | <b>21.05%</b> | <b>4</b>       | <b>1.91%</b> |

\*Agencies with no new project appointments were BCPL, BOALTC, CANPB, DFI, DOR, DOT, ECB, ETF, ETH, HEAB, LIRC, OCI, SOS, WERC, and WTCSB.

†Total veterans and AA group employee hires identified in one or more of the veteran and or AA groups.

‡Total non-veterans and non-AA group employee hires.

§Total number of employee hires that did not disclose their race/ethnicity, making it undetermined if they belong to an AA group.

† + ‡ + § = Total Hires.

## Written Hiring Reasons

For FY2023, state agencies reported the number of employees hired/promoted to fill underutilized positions who did not identify as a veteran or a member of an affirmative action group and the associated required written hiring reason provided. Among the 1,092 employees in the non-veteran and non-affirmative action group hired or promoted into permanent classified positions and the 23 employees hired into project positions (Table 4) that required a written hiring reason:

- 323 employees were hired/promoted in permanent classified positions and five employees were hired for project positions because they demonstrated greater knowledge of key tasks.
- 464 employees were hired/promoted in permanent classified positions and 14 employees were hired for project positions because they had broader or more relevant experience.
- 161 employees were hired/promoted in permanent classified positions and one employee was hired for a project position because they had more advanced education and/or training.
- 144 employees were hired/promoted in permanent classified positions and three employees were hired for project positions because they served in the same or similar position.



Table 4: Basis for Hiring Decisions for Wisconsin State Agencies

| Written Hiring Reason  | Permanent Classified Positions |               | Project Positions |               |
|--|--------------------------------|---------------|-------------------|---------------|
|  | #                              | %             | #                 | %             |
| Total Hires  | 6,371                          |               | 209               |               |
| Total Veteran and AA Group Hires   | 4,574                          | 71.79%        | 165               | 78.95%        |
| Total Non-Veteran Non-Affirmative Action Group Hires & Promotions                                    | 1,797                          | 28.21%        | 44                | 21.05%        |
| <b>Total Non-Veteran Non-Affirmative Action Group Hires &amp; Promotions where a WHR is required</b> | <b>1,092</b>                   | <b>17.14%</b> | <b>23</b>         | <b>11.00%</b> |
| The selected person demonstrated greater knowledge of the key tasks required in this position.       | 323                            | 29.58%        | 5                 | 21.74%        |
| The selected person had broader or more relevant experience performing the duties of this position.  | 464                            | 42.49%        | 14                | 60.87%        |
| The selected person had more advanced education and or training for this position.                   | 161                            | 14.74%        | 1                 | 4.35%         |
| The selected person served in this position or a similar position previously.                        | 144                            | 13.19%        | 3                 | 13.04%        |

Of the 1,092 hires and promotions into permanent classified positions that did not meet an affirmative action objective:

- 685 positions (62.73%) were only underutilized for women.
- 247 positions (22.62%) were only underutilized for minorities.
- 160 positions (14.65%) were underutilized for women and minorities.

Of the 23 hires into project positions that did not meet an affirmative action objective:

- 8 positions (34.78%) were only underutilized for women.
- 10 positions (43.48%) were only underutilized for minorities.
- 5 positions (21.74%) were underutilized for women and minorities.

The 1,115 hires and promotions in underutilized job groups that did not meet an affirmative action objective are listed by agency for Permanent Classified in Table 5 and for Project Appointments in Table 6. The tables also identify the hiring reasons provided by the agency.

Table 5: Written Hiring Reasons for Non-Veteran and Non-AA Group Hires & Promotions by Agency – Permanent Appointments

| Agency*      | Total        | Selected person demonstrated greater knowledge of the key tasks required in this position |               | Selected person had broader or more relevant experience performing the duties of this position |               | Selected person had more advanced education and/or training for this position |               | Selected person served in this position or a similar position previously |               |
|--------------|--------------|---|---------------|--|---------------|---|---------------|--|---------------|
| BOALTC       | 1            | 0   | 0.00%         | 1  | 100.00%       | 0   | 0.00%         | 0  | 0.00%         |
| DATCP        | 26           | 4   | 15.38%        | 15   | 57.69%        | 4   | 15.38%        | 3  | 11.54%        |
| DCF          | 5            | 1   | 20.00%        | 3  | 60.00%        | 0   | 0.00%         | 1  | 20.00%        |
| DFI          | 3            | 0   | 0.00%         | 3  | 100.00%       | 0   | 0.00%         | 0  | 0.00%         |
| DHS          | 171          | 87  | 50.88%        | 32   | 18.71%        | 19  | 11.11%        | 33   | 19.30%        |
| DMA          | 43           | 27  | 62.79%        | 7  | 16.28%        | 2   | 4.65%         | 7  | 16.28%        |
| DNR          | 120          | 40  | 33.33%        | 47   | 39.17%        | 16  | 13.33%        | 17   | 14.17%        |
| DOA          | 41           | 7   | 17.07%        | 24   | 58.54%        | 3   | 7.32%         | 7  | 17.07%        |
| DOC          | 445          | 103   | 23.15%        | 195  | 43.82%        | 89  | 20.00%        | 58   | 13.03%        |
| DOJ          | 22           | 0   | 0.00%         | 19   | 86.36%        | 2   | 9.09%         | 1  | 4.55%         |
| DOT          | 98           | 27  | 27.55%        | 39   | 39.80%        | 24  | 24.49%        | 8  | 8.16%         |
| DOR          | 29           | 6   | 20.69%        | 20   | 68.97%        | 2   | 6.90%         | 1  | 3.45%         |
| DPI          | 15           | 5   | 33.33%        | 8  | 53.33%        | 0   | 0.00%         | 2  | 13.33%        |
| DSPS         | 6            | 1   | 16.67%        | 5  | 83.33%        | 0   | 0.00%         | 0  | 0.00%         |
| DVA          | 17           | 6   | 35.29%        | 9  | 52.94%        | 0   | 0.00%         | 2  | 11.76%        |
| DWD          | 23           | 0   | 0.00%         | 23   | 100.00%       | 0   | 0.00%         | 0  | 0.00%         |
| ECB          | 3            | 1   | 33.33%        | 1  | 33.33%        | 0   | 0.00%         | 1  | 33.33%        |
| ELE          | 1            | 0   | 0.00%         | 1  | 100.00%       | 0   | 0.00%         | 0  | 0.00%         |
| OCI          | 2            | 0   | 0.00%         | 1  | 50.00%        | 0   | 0.00%         | 1  | 50.00%        |
| OSPD         | 4            | 0   | 0.00%         | 3  | 75.00%        | 0   | 0.00%         | 1  | 25.00%        |
| PSC          | 9            | 6   | 66.67%        | 3  | 33.33%        | 0   | 0.00%         | 0  | 0.00%         |
| WHS          | 5            | 2   | 40.00%        | 3  | 60.00%        | 0   | 0.00%         | 0  | 0.00%         |
| WTCSB        | 3            | 0   | 0.00%         | 2  | 66.67%        | 0   | 0.00%         | 1  | 33.33%        |
| <b>Total</b> | <b>1,092</b> | <b>323</b>  | <b>29.58%</b> | <b>464</b>   | <b>42.49%</b> | <b>161</b>  | <b>14.74%</b> | <b>144</b>   | <b>13.19%</b> |

\*Agencies with no new permanent appointments of people in Non-Veteran and Non-AA Groups into underutilized positions were BCPL, BPDD, CANPB, ETF, ETH, HEAB, LIRC, SOS, TOUR, and WERC.

Table 6: Written Hiring Reasons for Non-Veteran and Non-AA Group Hires by Agency – Project Appointments

| Agency*      | Total     | Selected person demonstrated greater knowledge of the key tasks required in this position |                | Selected person had broader or more relevant experience performing the duties of this position |               | Selected person had more advanced education and/or training for this position |              | Selected person served in this position or a similar position previously |               |
|--------------|-----------|---|----------------|--|---------------|---|--------------|--|---------------|
| DATCP        | 1         | 0   | 0.00%          | 0  | 0.00%         | 0   | 0.00%        | 1  | 100.00%       |
| DHS          | 5         | 0   | 0.00%          | 4  | 80.00%        | 0   | 0.00%        | 1  | 20.00%        |
| DMA          | 2         | 1   | 50.00%         | 0  | 0.00%         | 1   | 50.00%       | 0  | 0.00%         |
| DNR          | 6         | 2   | 33.33%         | 3  | 50.00%        | 0   | 0.00%        | 1  | 16.67%        |
| DPI          | 1         | 1   | 100.00%        | 0  | 0.00%         | 0   | 0.00%        | 0  | 0.00%         |
| DSPS         | 2         | 0   | 0.00%          | 2  | 100.00%       | 0   | 0.00%        | 0  | 0.00%         |
| DWD          | 1         | 0   | 0.00%          | 1  | 100.00%       | 0   | 0.00%        | 0  | 0.00%         |
| OSPD         | 3         | 0   | 0.00%          | 3  | 100.00%       | 0   | 0.00%        | 0  | 0.00%         |
| PSC          | 1         | 0   | 0.00%          | 1  | 100.00%       | 0   | 0.00%        | 0  | 0.00%         |
| <b>Tour</b>  | <b>1</b>  | <b>1</b>  | <b>100.00%</b> | <b>0</b>   | <b>0.00%</b>  | <b>0</b>  | <b>0.00%</b> | <b>0</b>   | <b>0.00%</b>  |
| <b>Total</b> | <b>23</b> | <b>5</b>  | <b>21.74%</b>  | <b>14</b>  | <b>60.87%</b> | <b>1</b>  | <b>4.35%</b> | <b>3</b>   | <b>13.04%</b> |

\*Agencies with no new project appointments of people in Non-Veteran and Non-AA Groups into underutilized positions were BCPL, BOALTC, BPDD, CANPB, DCF, DFI, DOA, DOC, DOJ, DOR, DOT, DVA, ECB, ELE, ETF, HEAB, LIRC, OCI, SOS, WERC, WHS, AND WTCSB.

## State Agency Abbreviations Key

|        |   |
|--------|---|
| BCPL   | Board of Commissioner of Public Lands                   |
| BOALTC | Board on Aging and Long-Term Care                       |
| BPDD   | Board for People with Developmental Disabilities        |
| CANPB  | Child Abuse and Neglect Prevention Board                |
| DATCP  | Department of Agriculture Trade and Consumer Protection |
| DCF    | Department of Children and Families                     |
| DFI    | Department of Financial Institutions                    |
| DHS    | Department of Health Services                           |
| DMA    | Department of Military Affairs                          |
| DNR    | Department of Natural Resources                         |
| DOA    | Department of Administration                            |
| DOC    | Department of Corrections                               |
| DOJ    | Department of Justice                                   |
| DOR    | Department of Revenue                                   |
| DOT    | Department of Transportation                            |
| DPI    | Department of Public Instruction                        |
| DSPS   | Department of Safety and Professional Services          |
| DVA    | Department of Veterans Affairs                          |
| DWD    | Department of Workforce Development                     |
| ECB    | Educational Communications Board                        |
| ELE    | Elections Commission                                    |
| ETF    | Employee Trust Funds                                    |
| ETH    | Ethics Commission                                       |
| HEAB   | Higher Educational Aids Board                           |
| LIRC   | Labor and Industry Review Commission                    |
| OCI    | Office of the Commissioner of Insurance                 |
| OSPD   | Wisconsin State Public Defenders Office                 |
| PSC    | Public Service Commission                               |
| SOS    | Secretary of State                                      |
| TOUR   | Department of Tourism                                   |
| WERC   | Wisconsin Employment Relations Commission               |
| WHS    | Wisconsin Historical Society                            |
| WTCSB  | Wisconsin Technical College System Board                |