



# State of Wisconsin Written Hiring Reasons Report

Fiscal Year 2022

*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, 2021, through June 30, 2022.*

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January 24, 2023

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

From: Jen Fogel, Administrator, Division of Personnel Management

Subject: FY 2022 Written Hiring Reasons Report

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. This document represents the Written Hiring Reasons Report for the Wisconsin state government covering July 1, 2021, through June 30, 2022. The information collected for this report is self-reported in PeopleSoft Recruiting Solutions by all state agencies. DPM appreciates the efforts of all state agencies in making their best effort to comply. State agencies' leadership is 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. In addition, this information will inform where additional support and tools are needed from DPM to assist agency efforts.

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# Written Hiring Reasons Report

July 1, 2021 - June 30, 2022

## Introduction

The *Written Hiring Reasons Report* is an annual summary of the hiring and promotion data required by section s. 230.21(1m)(b), 230.25(1p) and 230.27(2k), Wis. Stats provided by each state agency and captures the following information: 1) The hiring and promotion selection and the affirmative action category; and 2) The reason a person in an affirmative action (AA) category was not selected in an underutilized classification.

The hiring and promotion data of selected candidates are captured in the following categories for this report:

- Veterans, or spouses of veterans, as defined in s. 230.03(14).
- A person who identifies as having a disability.
- Positions in underutilized job groups for racial and ethnic minorities.
- Positions in job groups that are underutilized for women.
- Non-veterans and not in an affirmative action group; and
- Not indicated – includes employees who did not disclose demographic data that informs whether the employee identifies with an affirmative action category (Tables 3 and 4).

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

Agency appointing authorities are also 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 demonstrates greater knowledge of the key tasks required in the position.
- The appointed candidate has broader or more relevant experience performing the duties of the position.
- The appointed candidate has more advanced education and or training for the position.
- The appointed candidate previously served in the (same) or a similar position.

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

# Hires and Promotions

## Overview

For FY2022, state agencies reported 3,045 hires and promotions for permanent classified positions and 211 hires for project appointments. Of the total 3,256 hires and promotions made (Total Permanent Classified and Project Appointments, Table 1):

- 1,508 (46.3%) met an affirmative action objective:
  - 758 were in underutilized job groups and identified as females and/or minorities.
  - 750 identified as veterans and/or persons with disabilities.
- 848 (26.0%) were in underutilized job groups and did not meet an affirmative action objective (thus requiring a documented written hiring reason per statute).
- 900 (27.6%) were in non-underutilized job groups.

Table 1: Hires and Promotions for Wisconsin State Agencies July 1, 2021 - June 30, 2022				
Affirmative Action Category	Permanent Classified Positions		Project Positions	
	#	%	#	%
<b>Total Hires &amp; Promotions</b>	<b>3045</b>		<b>211</b>	
Veteran or Spouse	249	8.2%	17	8.1%
Persons with Disability	528	17.3%	32	15.2%
Racial or Ethnic Minority	618	20.3%	48	22.7%
Racial or Ethnic Minority Hired in Underutilized Job Groups	90	3.0%	5	2.4%
Women	1760	57.8%	145	68.7%
Women Hired in Underutilized Job Groups	778	25.6%	26	12.3%
Non-Veteran Non-AA Group Hires	736	24.2%	34	16.1%
Not Indicated	17	0.6%	2	0.9%

## By Agency

The total number of hires and promotions by an agency for permanent classified and project appointments are represented 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  
July 1, 2021 - June 30, 2022**

Agency	Hires and Promotions														
	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^	
BCPL	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%
BOALTC	2	2	100.0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%	0	0.0%	0	0.0%
CANPB	1	1	100.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
DATCP	82	63	76.8%	10	12.2%	18	22.0%	5	6.1%	47	57.3%	19	23.2%	0	0.0%
DCF	81	76	93.8%	7	8.6%	22	27.2%	32	39.5%	69	85.2%	4	4.9%	1	1.2%
DFI	4	4	100.0%	0	0.0%	2	50.0%	2	50.0%	4	100.0%	0	0.0%	0	0.0%
DHS	803	650	80.9%	38	4.7%	93	11.6%	245	30.5%	535	66.6%	151	18.8%	2	0.2%
DMA	83	50	60.2%	23	27.7%	8	9.6%	5	6.0%	29	34.9%	31	37.3%	2	2.4%
DNR	150	81	54.0%	13	8.7%	11	7.3%	9	6.0%	59	39.3%	67	44.7%	2	1.3%
DOA	208	171	82.2%	19	9.1%	79	38.0%	29	13.9%	128	61.5%	35	16.8%	2	1.0%
DOC	832	597	71.8%	74	8.9%	71	8.5%	159	19.1%	457	54.9%	232	27.9%	3	0.4%
DOJ	73	53	72.6%	4	5.5%	13	17.8%	16	21.9%	43	58.9%	20	27.4%	0	0.0%
DOR	52	38	73.1%	3	5.8%	5	9.6%	11	21.2%	31	59.6%	14	26.9%	0	0.0%
DOT	271	171	63.1%	17	6.3%	83	30.6%	30	11.1%	95	35.1%	96	35.4%	4	1.5%
DPI	47	38	80.9%	2	4.3%	16	34.0%	5	10.6%	30	63.8%	9	19.1%	0	0.0%
DSPS	6	5	83.3%	0	0.0%	1	16.7%	2	33.3%	4	66.7%	1	16.7%	0	0.0%
DVA	101	88	87.1%	20	19.8%	11	10.9%	25	24.8%	67	66.3%	13	12.9%	0	0.0%
DWD	128	113	88.3%	15	11.7%	55	43.0%	25	19.5%	89	69.5%	15	11.7%	0	0.0%
ECB	9	5	55.6%	0	0.0%	2	22.2%	1	11.1%	3	33.3%	4	44.4%	0	0.0%
ELE	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%	0	0.0%
ETF	18	15	83.3%	1	5.6%	9	50.0%	1	5.6%	12	66.7%	3	16.7%	0	0.0%
ETH	1	1	100.0%	1	100.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
LIRC	2	1	50.0%	0	0.0%	0	0.0%	0	0.0%	1	50.0%	1	50.0%	0	0.0%
OCI	23	16	69.6%	2	8.7%	6	26.1%	4	17.4%	11	47.8%	7	30.4%	0	0.0%
OSPD	11	10	90.9%	0	0.0%	3	27.3%	4	36.4%	10	90.9%	1	9.1%	0	0.0%
PSC	31	26	83.9%	0	0.0%	16	51.6%	6	19.4%	18	58.1%	5	16.1%	0	0.0%
SOS	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%
Tour	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%
WERC	2	2	100.0%	0	0.0%	0	0.0%	1	50.0%	2	100.0%	0	0.0%	0	0.0%
WHS	14	9	64.3%	0	0.0%	2	14.3%	0	0.0%	8	57.1%	4	28.6%	1	7.1%
WTCSB	5	4	80.0%	0	0.0%	0	0.0%	1	20.0%	4	80.0%	1	20.0%	0	0.0%
<b>Total</b>	<b>3045</b>	<b>2292</b>	<b>75.3%</b>	<b>249</b>	<b>8.2%</b>	<b>528</b>	<b>17.3%</b>	<b>618</b>	<b>20.3%</b>	<b>1760</b>	<b>57.8%</b>	<b>736</b>	<b>24.2%</b>	<b>17</b>	<b>0.6%</b>

~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  
July 1, 2021 - June 30, 2022**

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^	
DATCP	4	4	100.0%	1	25.0%	1	25.0%	1	25.0%	3	75.0%	0	0.0%	0	0.0%
DCF	1	1	100.0%	0	0.0%	0	0.0%	1	100.0%	1	100.0%	0	0.0%	0	0.0%
DHS	97	76	78.4%	4	4.1%	16	16.5%	19	19.6%	67	69.1%	20	20.6%	1	1.0%
DMA	4	4	100.0%	3	75.0%	0	0.0%	0	0.0%	2	50.0%	0	0.0%	0	0.0%
DNR	2	1	50.0%	0	0.0%	0	0.0%	0	0.0%	1	50.0%	1	50.0%	0	0.0%
DOA	7	7	100.0%	1	14.3%	1	14.3%	2	28.6%	6	85.7%	0	0.0%	0	0.0%
DOC	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%
DOJ	7	7	100.0%	0	0.0%	0	0.0%	1	14.3%	6	85.7%	0	0.0%	0	0.0%
DOR	3	2	66.7%	0	0.0%	2	66.7%	0	0.0%	1	33.3%	1	33.3%	0	0.0%
DOT	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%
DPI	2	2	100.0%	0	0.0%	1	50.0%	1	50.0%	1	50.0%	0	0.0%	0	0.0%
DSPS	1	1	100.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
DWD	75	62	82.7%	7	9.3%	10	13.3%	21	28.0%	52	69.3%	12	16.0%	1	1.3%
OSPD	6	6	100.0%	1	16.7%	0	0.0%	2	33.3%	3	50.0%	0	0.0%	0	0.0%
<b>Total</b>	<b>211</b>	<b>175</b>	<b>82.9%</b>	<b>17</b>	<b>8.1%</b>	<b>32</b>	<b>15.2%</b>	<b>48</b>	<b>22.7%</b>	<b>145</b>	<b>68.7%</b>	<b>34</b>	<b>16.1%</b>	<b>2</b>	<b>0.9%</b>

~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 FY2022, state agencies reported the basis for hiring decisions of non-Veteran and non-AA groups in underutilized positions by selecting the primary written hiring reasons. Agencies also reported the employees hired in Veterans and AA groups that did not meet the affirmative action objective.

Agencies hired 532 employees in non-Veteran and non-AA groups into permanent classified positions and six into project positions that did not meet an affirmative action objective (Table 4):

- The selected person demonstrated greater knowledge of key tasks for 166 employees in permanent classified positions and one employee for project positions.
- The selected person has a broader or more relevant experience for 144 employees in permanent classified positions and three employees for project positions.
- The selected person has more advanced education and or training for 172 employees in permanent classified positions and one employee for the project positions.
- The selected person served in the same or similar position for 50 employees in permanent classified positions and one employee for project positions.

Agencies hired 285 employees in veteran and affirmative action categories into permanent classified positions and 16 into project positions that did not meet the affirmative action objective of the position (Table 4):

- The selected person demonstrated greater knowledge of key tasks for 136 employees in permanent classified positions and three employees for project positions.
- The selected person has a broader or more relevant experience for 65 employees in permanent classified positions and six employees for project positions.

- The selected person has more advanced education and/or training for 54 employees in permanent classified positions.
- The selected person served in the same or similar position for 30 employees in permanent classified positions and seven employees for project positions.

<b>Table 4: Basis for Hiring Decisions for Wisconsin State Agencies July 1, 2021 - June 30, 2022</b>				
<b>Written Hiring Reason</b>	<b>Permanent Classified Positions</b>		<b>Project Positions</b>	
	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
<b>Total Non-Veteran Non-Affirmative Action Group Hired &amp; Promoted</b>	<b>532</b>		<b>6</b>	
The selected person demonstrates greater knowledge of the key tasks required in this position.	166	31.2%	1	16.7%
The selected person has a broader or more relevant experience performing the duties of this position.	144	27.1%	3	50.0%
The selected person has more advanced education and or training for this position.	172	32.3%	1	16.7%
The selected person served in this position or a similar position previously.	50	9.4%	1	16.7%
<b>Total Veteran and Affirmative Action Group Hired &amp; Promoted</b>	<b>285</b>		<b>16</b>	
The selected person demonstrates greater knowledge of the key tasks required in this position.	136	47.5%	3	18.8%
The selected person has a broader or more relevant experience performing the duties of this position.	65	22.9%	6	37.5%
The selected person has more advanced education and/or training for this position.	54	19.0%	0	0.0%
The selected person served in this position or a similar position previously.	30	10.6%	7	43.8%

Of the 848 hires and promotions in underutilized job groups that did not meet an affirmative action objective:

- Nine employees did not disclose their race or ethnicity and are not included in Table 4.
- 409 (48.2%) positions were identified as underutilized for minorities during recruitment.
- Five employees did not disclose race or ethnicity for positions underutilized for minorities.
- 537 (63.3%) positions were identified as underutilized for women during recruitment.

The 848 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: Collected Written Hiring Reasons for Non-Veteran and Non-AA Group Hires & Promotions by Agency  
July 1, 2021 - June 30, 2022**

Permanent Classified Appointments									
Agency	Total	Selected person demonstrates greater knowledge of the key tasks required in this position		Selected person has broader or more relevant experience performing the duties of this position		Selected person has more advanced education and/or training for this position		Selected person served in this position or a similar position previously	
BCPL	1	0	0.0%	0	0.0%	0	0.0%	1	100.0%
BOALTC	2	0	0.0%	2	100.0%	0	0.0%	0	0.0%
DATCP	23	8	34.8%	9	39.1%	4	17.4%	2	8.7%
DCF	4	0	0.0%	1	25.0%	0	0.0%	3	75.0%
DFI	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
DHS	167	68	40.7%	42	25.1%	23	13.8%	34	20.4%
DMA	38	6	15.8%	24	63.2%	2	5.3%	6	15.8%
DNR	75	20	26.7%	34	45.3%	12	16.0%	9	12.0%
DOA	39	11	28.2%	20	51.3%	4	10.3%	4	10.3%
DOC	330	147	44.5%	8	2.4%	175	53.0%	0	0.0%
DOJ	12	2	16.7%	8	66.7%	2	16.7%	0	0.0%
DOR	19	0	0.0%	12	63.2%	1	5.3%	6	31.6%
DOT	51	29	56.9%	20	39.2%	0	0.0%	2	3.9%
DPI	10	2	20.0%	5	50.0%	0	0.0%	3	30.0%
DVA	25	4	16.0%	10	40.0%	3	11.5%	8	30.8%
DWD	9	0	0.0%	9	100.0%	0	0.0%	0	0.0%
ECB	4	2	50.0%	1	25.0%	0	0.0%	1	25.0%
ELE	1	0	0.0%	0	0.0%	0	0.0%	1	100.0%
OCI	3	0	0.0%	2	66.7%	1	33.3%	0	0.0%
OSPD	1	0	0.0%	1	100.0%	0	0.0%	0	0.0%
PSC	2	2	100.0%	0	0.0%	0	0.0%	0	0.0%
TOUR	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
WHS	5	1	20.0%	4	80.0%	0	0.0%	0	0.0%
WTCSB	3	0	0.0%	1	33.3%	1	33.3%	1	33.3%
<b>TOTAL</b>	<b>826</b>	<b>304</b>	<b>36.8%</b>	<b>213</b>	<b>25.8%</b>	<b>228</b>	<b>27.6%</b>	<b>81</b>	<b>9.8%</b>

**Table 6: Written Hiring Reasons for Non-Veteran and Non-AA Group Hires & Promotions by Agency  
July 1, 2021 - June 30, 2022**

Project Appointments									
Agency	Total	Selected person demonstrates greater knowledge of the key tasks required in this position		Selected person has broader or more relevant experience performing the duties of this position		Selected person has more advanced education and/or training for this position		Selected person served in this position or a similar position previously	
DATCP	1	0	0.0%	0	0.0%	0	0.0%	1	100.0%
DHS	15	2	13.3%	5	33.3%	1	6.7%	7	46.7%
DNR	2	1	50.0%	1	50.0%	0	0.0%	0	0.0%
DOR	1	0	0.0%	1	100.0%	0	0.0%	0	0.0%
DOT	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
DPI	1	0	0.0%	1	100.0%	0	0.0%	0	0.0%
OSPD	1	0	0.0%	1	100.0%	0	0.0%	0	0.0%
<b>TOTAL</b>	<b>22</b>	<b>4</b>	<b>18.2%</b>	<b>9</b>	<b>40.9%</b>	<b>1</b>	<b>4.5%</b>	<b>8</b>	<b>36.4%</b>

## Key Findings

For FY2022, state agencies reported 3,045 hires and promotions for permanent classified positions and 211 hires for project appointments (see Table 1.) Among the 3,045 hires and promotions in permanent classified positions:

- 249 (8.2%) employees hired or promoted identified as either veterans or spouses of veterans.
- 528 (17.3%) employees hired or promoted identified as persons with a disability. This number represents a baseline for self-reported disability hiring. FY2021 reported only persons with disabilities who participated in the Disabled Expanded Certification (DEC) program.
- 618 (20.3%) employees hired or promoted identified as racial or ethnic minorities.
- 90 (3.0%) employees identified as racial or ethnic minorities were hired or promoted in underutilized positions.
- 1,760 (57.8%) employees hired or promoted identified as women.
- 778 (25.6%) employees identified as women were hired or promoted in underutilized positions.
- 736 (24.2%) employees hired or promoted did not identify as a veteran, spouse of a veteran, or affirmative action group member.

## State Agency Abbreviations Key

BCPL	Board of Commissioner of Public Lands
BOALTC	Board on Aging and Long-Term Care
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
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