

Job Search Information from Institutional Equity



Michigan
Technological
University

Michigan Tech is a Federal Contractor

This means that we are required to comply with equal employment laws that are monitored by the Office of Federal Contract Compliance Programs (OFCCP). These laws are in place to prohibit contractors from discriminating against applicants and employees. **All departments and search committees need to assist in the University's compliance efforts so that we can continue to participate in federal contracts.**

The OFCCP enforces E.O. 11246, the Vietnam Era Veteran's Readjustment Act (VEVRAA), and Section 503 of the Rehabilitation Act. Requirements of these laws include, but are not limited to:

- Outreach/advertising required to reach Veterans, Individuals with Disabilities, Women, and Minorities.
- Recordkeeping: job posts, job ads, applicant demographics and materials, and all employment decision records must be saved.
- Poster and posting requirements.

Information for Departments

As the lead of the hiring process, Human Resources (HR) has confirmed that you can post a job, now what? Institutional Equity (IE) asks that you please do the following to assist with federal compliance in the hiring process:

- Send all advertisement wording to IE for review.
- Use IE's advertising resources website for ideas on where to advertise your job.
 - The equal employment laws require MTU to try to recruit and advance women, minorities, Veterans, and Individuals with Disabilities.
- Send IE a list of sources used to advertise your position. For faculty searches, complete Form II.
- Select a diverse search committee.
- Send committee members' names to HR and IE for approval.
- See Resources list and links on page 2 of this document.

Information for Search Chairs

Search chairs play an important role in the search process. The chair of the committee is responsible for making sure that the committee follows all of the guidelines during the search, moves applicants in PageUP, and submits all paperwork to HR at the end of the search. Below are some highlights. Please see the hiring pages on HR's website for more complete information.

- Complete (or review) the Canvas course "Staff Hiring Process Training Program" or "Diversity Literacy Online Workshop (DLOW)/Faculty Legal Aspects."
- Maintain a consistent, confidential, and defensible search.
- Use correct AFL Disposition Codes in PageUP when moving applicants.
- Enter reasons of non-selection that are based on the required/desired job description qualifications.
- See Resources list and links on page 2 of this document.

Information for Search Committee Members

As a search committee member, you play an integral role in the hiring process at Michigan Tech. It is necessary to follow the guidelines as detailed in the search committee training to ensure the search is consistent and defensible. Below are some highlights. Please see the hiring pages on HR's website for more complete information.

- Complete (or review) the Canvas course "Staff Hiring Process Training Program" or "Diversity Literacy Online Workshop (DLOW)/Faculty Legal Aspects."
- Maintain confidentiality of the search process.
- Evaluate all applicants equally based on the job requirements.
- Request to review the EEO Report to evaluate the diversity of the applicant pool.
- Take extra time to translate Veteran skills to civilian skills.
- Avoid conflicts of interest by informing the search chair if you know any of the applicants.
- Understand appropriate and inappropriate inquiries during the interview process.
- See Resources list and links on page 2 of this document.

Resources

Please save the following resources to refer to during your search.

- Advertising Resources: mtu.edu/equity/hiring-training/recruitment
- AFL Disposition Codes: mtu.edu/equity/hiring-training/afl
- Hiring process relevant to your posting
 - Staff Hiring Process: mtu.edu/hr/hiring/staff
 - Faculty Hiring Process: mtu.edu/hr/hiring/faculty
 - Dean/Chair Process: mtu.edu/hr/hiring/dean-chair
- Veteran Hiring and Translating Skills: mtu.edu/equity/hiring-training/veteran-hiring/
- Staff Hiring Process Training Program: <https://www.mtu.edu/hr/current/training-events/>
 - Review the training in Canvas if you've already completed it.
- Diversity Literacy Online Workshop: <https://www.mtu.edu/provost/programs/diversity-literacy/>
 - Review the training in Canvas if you've already completed it.
- Inappropriate/appropriate inquires: mtu.edu/equity/hiring-training/inquiries/
- Federal and State Laws and Regulations: mtu.edu/equity/policies-procedures/laws/

Contact Information

Please contact your HR Employment Representative and/or Institutional Equity if you have any questions during a job search. We are happy to answer questions and assist however necessary!

Institutional Equity
1400 Townsend Dr.
310 Administration Building

Phone: 906-487-3310
E-mail: equity@mtu.edu

Website: mtu.edu/equity/hiring-training/

Human Resources Employment
Representatives
1400 Townsend Dr.
Lakeshore Center

Phone: 906-487-2280
E-mail: mtujobs@mtu.edu
Website: mtu.edu/hr/hiring/

Institutional Equity role in hiring:

- Review ads for EEO tagline use and discriminatory language.
- Suggest selecting a diverse search committee.
- Approve interviews and review recommendations for hire by reviewing disposition codes and reasons of non-selection.
- Assist with other compliance requirements from the federal regulations.

HR role in hiring:

- Assist with job description development.
- Review and coordinate job postings.
- Certify search committee members have completed training.
- Provide confidentiality agreement to search committees.
- Assist search chairs with the use of PageUP.
- Approve interview and reference check questions.
- Assist the department with the final hiring steps once a candidate has been reviewed for hire.
- Run background check process.
- Collect all documentation related to the hire from the search.