

STATE West Virginia7.2 Nondiscrimination

ATTACHMENT 7.2A

OBJECTIVE: To insure recruitment activities are designed to reach and attract job candidates from all sources regardless of race, religion, politics, sex, age, national origin, or handicaps.

Specific Action Steps

- A. The Department of Welfare, in cooperation with Civil Service, will establish and maintain recruitment contact with schools with enrollment of minority groups and women in an effort to attract qualified members of underutilized groups.
1. Assignment of Responsibility:
Division of Personnel, Training and Recruitment staff.
 2. Target Date for Completion:
Continuous.
 3. Evaluation Procedure:
Recruiting officer will maintain records of recruitment contacts, EEO coordinator shall meet with recruiting officer semi-annually to evaluate efforts to recruit from underutilized groups.
- B. The Department of Welfare will maintain a system to measure the success of recruitment visits in light of our affirmative action goals.
1. Assignment of Responsibility:
Division of Personnel, Training and Recruitment staff.
 2. Target Date for Completion:
Continuous.
 3. Evaluation Procedure:
The recruitment officer will prepare a list of the individuals interviewed on

ATTACHMENT 7.2A (Continued)

each recruitment visit. A comparison of these lists and registers requested will be made to determine the impact of recruitment visits on affirmative action goals.

- C. The Department of Welfare will assist colleges and schools with minority enrollments in determining and effecting needed curriculum changes and discuss with appropriate faculty members conditions affecting the employment opportunity of students.

1. Assignment of Responsibility:

Mr. Harley Hedge, Assistant Commissioner, Federal and Educational Programs; Division of Personnel, Training and Recruitment staff; Mr. Thomas Llewellyn, Director of Personnel.

2. Target Date for Completion:

Annually.

3. Evaluation Procedure:

A survey of graduates hired in the past year will be conducted by the recruitment office annually to determine if these graduates are less prepared to deal effectively with their job than graduates of other colleges. This survey will encompass only graduates in the field of social work. This information will be used in discussions with college officials in an effort to expand employment opportunities for minorities.

- D. In cooperation with the Civil Service Commission the Department of Welfare will develop a procedure of notification of vacancies on a monthly basis. The Civil Service Commission will be able to share this information with applicants, institutions of higher learning and with agencies who deal directly with the disadvantaged. This will allow these organizations to improve their referral systems and counsel students in career selection.

1. Assignment of Responsibility:

Division of Personnel: Mr. Chris Reger,
Administrative Assistant, Employment.

ATTACHMENT 7.2A (Continued)

2. Target Date for Completion:

June 1978.

3. Evaluation Procedure:

The Division of Personnel will maintain a list of candidates who have been referred to our agency through Civil Service. An evaluation will be made annually to determine the effect on realization of affirmative action goals.

E. Maintain and include minority and women employees as representatives for dissemination of information for recruitment of said group.

1. Assignment of Responsibility:

Division of Personnel, Training and Recruitment staff.

2. Target Date for Completion:

Continuous.

3. Evaluation Procedure:

The recruitment officer will develop a procedure to measure the effectiveness of this policy. Annually, the EEO coordinator will meet with him/her to determine the impact on the realization of affirmative action goals.

F. Maintain a supply of Civil Service recruitment brochures and applications in each area and division office and encourage employees to refer qualified applicants to the Department of Welfare.

1. Assignment of Responsibility:

All Department of Welfare appointing authorities.

2. Target Date for Completion:

On needs basis.

3. Evaluation Procedure:

EEO coordinator will maintain contact with

ATTACHMENT 7.2A (Continued)

EEO counselors whose duty shall be to maintain a supply of recruitment material.

G. Review recruitment pamphlets and the Employee Handbook for the purpose of making ambisextrous revisions.

1. Assignment of Responsibility:

Division of Personnel, Training and Recruitment staff.

2. Target Date for Completion:

March 1, 1978.

3. Evaluation Procedure:

The EEO coordinator will meet with the recruitment officer to determine the effectiveness of our recruitment pamphlets and the Employee Handbook in light of affirmative action goals.

H. Review placement actions such as regular appointments to insure that minority group candidates, women, and handicapped persons receive full consideration. This will include requiring that justification for employing an individual be submitted to the Welfare Director of Personnel when a member of minority group, a woman, or a handicapped person was interviewed for the position.

1. Assignment of Responsibility:

All appointing authorities.

2. Target Date for Completion:

Continuous.

3. Evaluation Procedure:

The Welfare Director of Personnel will submit all justifications monthly to the EEO coordinator for review. The EEO coordinator will determine the effectiveness of this policy in the realization of affirmative action goals.

ATTACHMENT 7.2A (Continued)

I. The Department of Welfare will establish and maintain contact with the Department of Vocational Rehabilitation with the goal of employing qualified handicapped individuals.

1. Assignment of Responsibility:

Mrs. Sharon Gillman, EEO Coordinator.

2. Target Date for Completion:

Continuous.

3. Evaluation Procedure:

Records of individuals referred to our agency for employment, and those individuals hired, will be maintained by the EEO coordinator. Annually, a review will be made to determine the effect on the realization of our affirmative action goals.