

- Existing Staff HR business processes are designed and employed to ensure a diverse approach to recruitment for staff and MPP positions:
 - Process designed to hire the most qualified candidate in a given pool
 - Checks and balances built in to standard process to ensure equitable hiring:
 - Diversity composition of each pool reviewed prior to closing application period
 - Committee approach utilized for all staff and MPP recruitments
 - Process requires position specific weighted selection criteria to be developed and submitted to Staff HR prior to job being posted for application
 - Process requires set position specific interview questions to be developed and submitted to Staff HR prior to job being posted for application
 - Applications and resumes undergo a standard review by professional recruiters in Staff HR, to ensure minimum qualifications are met before being provided to the hiring department for review Staff HR works with various stakeholders to focus on attracting diverse candidate pools
 - Staff HR works with various stakeholders to focus on attracting diverse candidate pools through outreach efforts such as directed communication regarding job openings to targeted affinity groups, email list-servs, professional conferences and other professional organizations.

- Staff HR partners with an outside agency that helps place advertisements within the most relevant and appropriate employment forums, when a hiring campus department seeks to expand the scope of diversity in a particular candidate pool.
- Education and guidance for leaders of hiring departments:
 - Staff HR conducts recruitment-focused unconscious bias training for all campus managers
- Ensuring pay equity related to searches and all classification and compensation actions:
 - Our basic approach to ensuring pay equity is to follow our normal compensation guidelines, which are based on a review of education and work experience for a given employee or group of employees.

[Administrative Guidelines: Compensation—Bargaining Unit Employees](#)

[Administrative Guidelines: Compensation—Management Personnel Plan Employees](#)

- Staff recruitments:
All salary requests are reviewed for new hires. Requests above the salary range midpoint for that position are identified and the hiring department is advised of an equity issue.
- MPP recruitments:
Staff HR conducts a salary study for all MPP recruitments and places the job in a subrange based on equity. Administrative guidelines for MPP hiring are then adhered to, in order to prevent pay equity issues.

[Administrative Guidelines in 5110.2/TT 16 Titles /LBI AMCID 39](#)

advancement and growth for staff and MPPs in their current roles.

- Employees can collaborate with their appropriate administrator and/or Staff HR to discuss options such as in-range progressions or classification reviews, as their position and assigned duties evolve.
- Classification and Compensation