

Hiring-Examination/interview Panel Members

The City of Madison believes that balanced panels promote equal employment opportunity in the hiring process; minimize cultural, racial, gender and disability differences between interviewers and interviewees; and provides a more thorough evaluation of applicant responses.

A “balanced panel” means that the panel (usually 3 people) includes at least one affirmative action target group member (a woman, a racial/ethnic minority or a person with a disability).

In the event in which an agency is unsuccessful in securing an affirmative action target group member to participate on their panel the Department of Civil Rights shall be contacted immediately for assistance.

To further promote equal employment opportunity all panel members shall be made aware of the relevant position’s job family category including the position’s representation/under-representation status prior to interviews. All examination questions, whether oral or written, must be related to the job to be filled, and must reliably predict successful job performance. All questions must be directly related to the employment posting requirements for knowledge, skills, and abilities. Interview questions should not cause disparate impact on under-represented group members.

Each agency’s selection process will consist of a set of pre-established benchmarks that are used to define the needs of the position. The City’s Department of Civil Rights will monitor selection and/or hiring procedures in accordance with the City Affirmative Action Program’s systems for monitoring and evaluating Affirmative Action achievements.

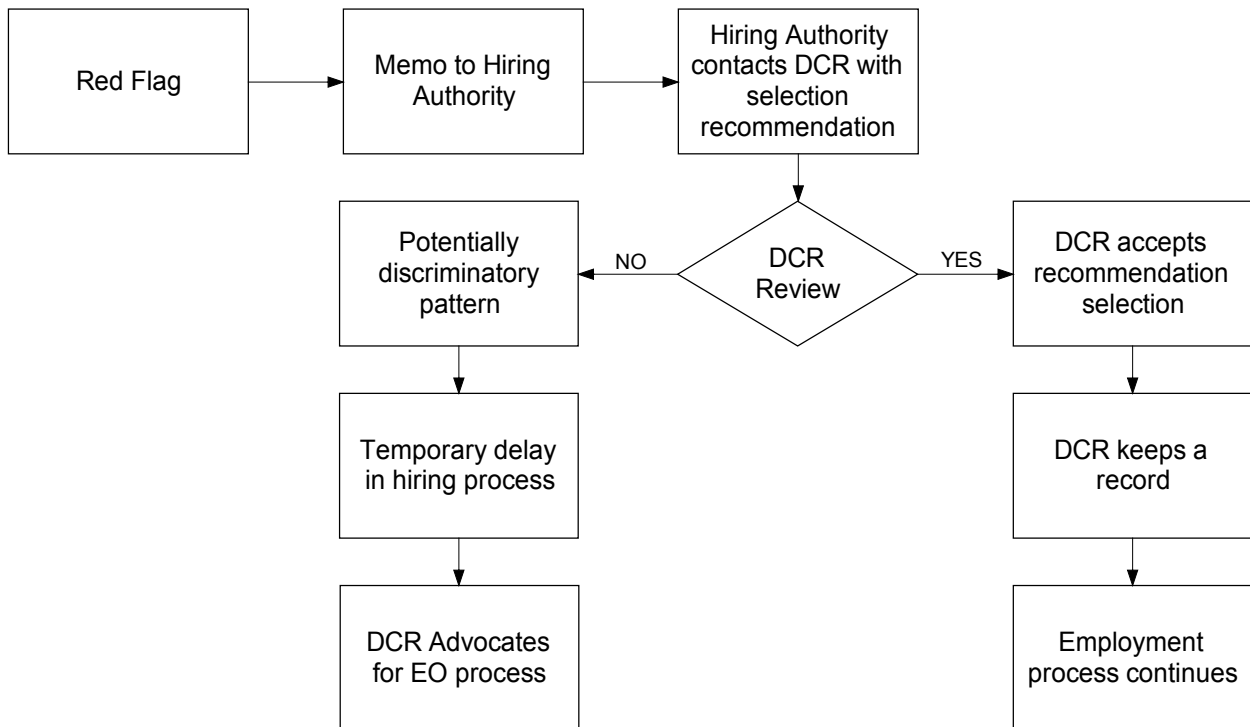
Hiring-Red Flag Procedures

The term “Red Flag” refers to a City of Madison Affirmative Action procedure when a vacancy occurs in an area where representation for women or racial/ethnic minorities is an appropriate consideration.

1. A memorandum is issued to the hiring authority to alert the selecting official that an opportunity is available to increase the representation for an affirmative action group member.
2. When a position is red-flagged, the hiring authority must contact the Department of Civil Rights following the interview process, but prior to making an employment offer, to inform the Department of Civil Rights of the selection recommendation.
3. It is the responsibility of the Department of Civil Rights to review the recommended selection in order to ascertain what progress is occurring in eliminating representation deficiencies. Where racial/ethnic minorities or women are certified

eligible for a position that is in an under-represented job family, the Department of Civil Rights will closely examine selection recommendations.

4. If the selection recommendation is acceptable, the Department of Civil Rights will give its approval and the employment process will continue. The approval process occurs in the form of electronic mail or a verbal exchange between the agency's hiring contact and DCR Recruitment Specialist discussing the recommended selection and the opportunity to eliminate under-representation, with a record being so noted by the Department of Civil Rights.
5. Should the Department of Civil Rights observe that a potentially discriminatory pattern is developing in any given agency, or work area; following the receipt of recommended selections that are not inclusive of qualified affected members; it is within the scope of the Department of Civil Rights' authority to delay the hiring process in an effort to ensure that all city agencies are promoting equal employment opportunities.



Hiring-Selection Justification Memorandum

“Selection Justification Memorandum” defines the recordkeeping procedure that includes documentation required to provide justification as to why a given candidate has been selected to fill a position. Each City of Madison hiring authority is expected to document hiring decisions and to maintain an accurate recordkeeping system of the entire selection process for each position filled. The Department of Civil Rights has the authority to review this documentation at any time.