

Affirmative Action & Equal Employment Opportunity

Recruitment Basics

How to Promote Diverse Hiring & Be Legally Compliant

Thoroughly recruit diverse groups by thoughtfully drafting a job description and expanding advertising

Recruitment, interviewing, and selection processes must be free from discrimination and mitigate bias

Diverse pools will naturally provide more an opportunity for diverse hires

ALWAYS hire the most qualified candidate

What Is Affirmative Action & Equal Employment Opportunity?

Affirmative Action (AA)	Equal Employment Opportunity (EEO)
Identifies what the university must do to support an equitable and inclusive workplace for all applicants and employees.	Identifies what the university will not do to support an equitable and inclusive workplace for all applicants and employees.
Identifies what the university must do to correct underutilization of minorities, women, individuals with disabilities, and veterans in the workplace. Sets forth specific requirements the university must follow in the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. Affirmative action includes training programs, outreach efforts, and other	Unlike the specific requirements contained in the Affirmative Action regulations, (EEO) regulations define a broad set of principle-based anti-discrimination requirements intended to prevent discrimination and inequity in organizational policies, processes, and decisions.

Why Is Affirmative Action Important?

- The university is committed to building and maintaining a community that reflects diversity and improving opportunities for all. Affirmative action is a legal requirement that federal contractors, such as the university, must take in the workplace
- As part of this commitment, the university proactively implements efforts to recruit and advance qualified individuals who are minorities (race or ethnicity), women, persons with disabilities, and covered veterans, as required of federal contractors

Affirmative Action Prohibits:

- Quotas
- Preferential treatment
- Prioritizing demographics over qualifications

Why Is Equal Employment Opportunity Important?

- All people deserve equal opportunity regardless of: age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other bases under the law
- Ensures all employment processes are free from discrimination, such as:
 - Hiring
 - Compensation
 - Promotion
 - Termination (voluntary/involuntary)

Equal Employment Opportunity Prohibits:

- Making any employment decision based on an individual's demographics
- Using inconsistent processes or evaluation criteria
- Modifying a job description mid-posting
- Reserving interview slots for individuals based on their identity

Job Postings and Advertisements

- All job postings and advertisements must include the following tagline:

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

For more information, click the link below for the
Affirmative Action, Equal Employment Opportunity Policy:

go.osu.edu/aaeeo-policy