

Executive Affirmative Action and Equal Employment Opportunity Plan

Governor's Review of Exempt Appointments

Governor Chris Gregoire personally, or through the Governor's Chief of Staff, reviews and approves all senior level exempt appointments before final offers are made. In addition, performance evaluations of agency heads will include accomplishments in the areas of ensuring diversity and equal opportunity.

Office of Human Resources Search Services Recruiting Activities

Search Services focuses on search efforts for executive-level positions. To assure a complete recruitment effort, including identifying diverse candidates, Search Services:

- Creates a bona fide and detailed recruitment plan for every search effort. Included in the plan are ideas on where to look and advertise for people of color and women.
- Makes sure the job announcement is clear and succinct. We question KSAs that seem out of line with job duties. Most common is education or certification - i.e. WSDOT leans toward engineers, people with degrees and certain certifications.
- Direct sources candidates from Monster.com. WSDOT now has a corporate license for Monster which allows any recruiter (or WSDOT staff member) to search a database containing over 60 million resumes. This service also has a diversity feature - i.e. a recruiter can ask the search engine to feature diverse candidates. (NOTE: Monster now has business relationships with the largest Internet diversity sites. An ad on Monster can include these sites).
- Advertises on the Internet using a brokerage service to target specific audiences. The broker keeps tabs on new and emerging sites (things on the Internet change rapidly). If, for example, we want to find black engineers, the broker will find out which sites attract black engineers and make recommendations to us and our client. (Please see the HR Intranet: <http://www.wsdot.wa.gov/HR/MoreRes/DiversityRecruitmentResources.htm>)
- Uses existing and creates new personal relationships with folks in various ethnic communities. This is the "secret" to diversity recruiting - creation of long term relationships that can be utilized in sourcing candidates.
- Follows-up on all leads for qualified diverse candidates. We may have to drop a name, get an introduction or be very persistent to get to speak with a candidate.

WSDOT Executive Equal Opportunity / Affirmative Action Plan

- Tracks advertising results. If they are not doing what you want them to do, we look for other places to advertise. (Please see Utilization Analysis reports on the HR Intranet at: <http://wwwi.wsdot.wa.gov/HR/UAREport.htm>.)
- Does not just rely on accepted methods of diversity outreach common in state government - i.e. the diversity lists (PTDN) at DOP or outreach lists maintained by Recruitment and Retention unit within WSDOT OHR. Simply sending out an announcement without a game plan and follow-up is a “shotgun” approach that rarely nets a positive result.
- Spends more time on the telephone and less time with “old school” recruitment methods such as job fairs and college visits.
- Personalizes outreach by making direct and personal contact with an individual who may be interested in the position or who can lead us to others. This is particularly important in diversity recruitment.
- Maintains a cadre of other professional recruiters – both private and public sector – who can assist in identifying diverse candidates.
- Keeps track of new and emerging technology to assist in streamlining the recruitment process. Recent examples include Jobster.com which promotes “social networking”, ZoomInfo which identifies individuals and companies that line-up with a specific search and AIRS Oxygen which searches and tracks candidates as well as maintains a candidate relationship database for future use.