



### EEO Duties Changing

Can we get the below announcement sent out to all staff today?

Effective August 1<sup>st</sup>, 2017, the Human Resources office will be working together with the Office of Diversity, Equity and Inclusion to transfer over certain recruitment duties related to Academic and Administrative, At-Will searches. The Office of Diversity, Equity and Inclusion will continue to review all searches for equity and fairness but Human Resources will be your contact and resource for information on the processes and procedures associated with hiring.

During the transition, both offices are happy to help with any questions or concerns going forward. In the mean-time, you may find these HR resources helpful:

- [Hiring Toolkit](#)
- [OFCCP Training Information](#)
- [Veteran Preference Information](#)

Questions related to [Faculty and Academic](#) hires can be directed to [Deborah Marutzky](#) at 307-766-5612, and questions related to [Administrative At-Will](#) hires can be directed to [Taimi Kuiva](#) at 307-766-2258.

Additionally, to clear up any confusion – all benefited positions must go through the online requisition approval process. This applies for all Staff, Academic or Administrative positions and is not dependent on whether it is going to be posted and a search conducted, or if it is a direct hire or an exception to the search process. Please address questions about this to Deborah Marutzky at 307-766-5612.

Effective August 1<sup>st</sup>, 2017, the Human Resources office will also be working to communicate out helpful information to supervisors regarding Classified Staff employees nearing their probationary end date. Questions about this may be directed to Mandy Davis at 307-766-2216.

August is a high volume month regarding recruitment and hires. The HR department would like to remind hiring managers and/or search chairs of the importance of conducting pre-employment reference checks, and note that these are a requirement of our search processes. If you'd like to get more information regarding reference checking or HR's recommended procedures, please reach out to your Staffing/Employment Partner, or visit our [Reference Check Help](#) in the [Hiring Toolkit](#).