

How the State of WI ensures a fair and equitable hiring process

The State of WI hiring process has a number of protections built into it that help to ensure fair and equitable treatment of all candidates and prevent unfair treatment or unlawful discrimination. Some of these steps include:

Hiring Process related protections:

- Free and open application to all candidates, with recruitments for permanent jobs with all state agencies being posted for a minimum of 7 days on www.Wisc.Jobs to allow all interested applicants an opportunity to apply.
- Assessments/screenings to determine top candidates from recruitments must be based on valid, job related criteria that are established prior to positions being posted and equally applied to all candidates.
- Candidate materials are rated by subject matter experts, called “raters”, to determine applicant scores.
- Interview panels are composed of multiple interviewers, and significant efforts are made to have diverse representation (in terms of the gender, ethnicity, veteran and disability status of panel members when possible) on both interview and rating panels to provide a variety of perspectives and input on determining top candidates.

Background check related protections:

- The State of WI prohibits state agencies from asking about an applicant’s conviction record on an application or at any point prior to the point of certification (which occurs after applicant materials are scored and top candidates are determined). The exception to this is for positions where specific conviction(s) automatically disqualify an applicant from being eligible for certain positions (such as law enforcement officers, etc.).
- When background checks are conducted on top candidates for positions, Wisconsin’s Fair Employment Law prohibits discrimination based on an arrest or conviction record and therefore having an arrest or conviction record does not automatically disqualify an individual from being selected. Only pending charges or convictions that are substantially related to the duties of the job the applicant is being considered for are taken into account.

Pay setting process/protections:

- When candidates are recommended for hire for a position, it is helpful to understand that there are two main types of positions in the State of WI agencies:
 - Broadbanded positions: Where there is a pre-established range that the candidates can be paid within, but there is flexibility on what rate to pay them within that range
 - Non-broadbanded positions: Where a candidate’s pay rate is set and there is no flexibility for pay for new hires
- When there is pay flexibility, an in-depth analysis is done by Human Resources to analyze the recommended candidate’s background and experience in comparison with other employees currently working in that same or similar classification to help determine an equitable pay rate for the candidate. This process does not consider gender or ethnicity or any other factor that would be unlawful to make hiring decisions on.
- Prior to positions being posted for recruitment, the position is “classified” based on the duties documented in a position description by the supervisor and reviewed and approved by Human Resources. The State of WI has a very well-developed and documented process for classifying positions (with over 1400 different classifications) and this ensures that employees performing similar work are classified similarly, paid similarly, treated similarly for overtime considerations, etc. For more information on the different classifications and pay rates that exist in the State of WI, click [here](#).