

UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION			
Section:	Administrative	Effective Date:	July, 1994
Subject:	Equal Opportunity	Standing Operating Procedure	ADM-59

Standard Operating Procedure

Specific procedures will be followed when hiring replacement or new employees within the department to ensure that all appropriate equal opportunity action guidelines are followed.

Purpose

To ensure that all equal opportunity policies and procedures are followed in accordance with the institutional policy at the University of Toledo.

Procedures

1. Whenever a vacancy is created within the department, either through the replacement of an existing employee to fill an existing position vacancy or the hiring of a new employee to fill a new position, specific actions will be taken to review the current ratio of minorities and women within the department for verification of current minority status.
2. Regardless of the current ratio of minorities to non-minorities within the department, efforts will be taken to insure that qualified minorities apply for the available position by insuring that the following steps are taken:
 - A. All internal candidates will be reviewed for possible selection to fill the available position. Attention will be given to employees who work at The University of Toledo who have developed appropriate skills and experience in like trade functions to insure that they are given equal opportunity to secure the available position.
 - B. A test will be given "if appropriate" to ensure that adequate skills have been attained for the available position. If a test is not given, a verbal interview will be conducted with the applicant to insure that they meet the minimum requirements for the available position.
 - C. If an internal candidate appears to fulfill the necessary requirements for the position, he/she will be given priority status for filling the available position.

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- D. If it appears that no minority applicants apply internally, then advertisements will be made within the appropriate trade journals, newspapers, etc. encouraging minorities to apply for the available position. This process will not circumvent the process established with the Human Resources Department for the selection of internal candidates. However, it will be the practice of the Facilities Maintenance Department to insure that all efforts are taken to comply with affirmative action policies by advertising for minorities and women as appropriate.
- E. Various trade schools and other appropriate educational institutions in the area will be contacted for a list of potential candidates who may be interested in filling the available position. On site training options for preferred candidates will not be excluded as an option for hiring for a specific position.
- F. Once a selection has been made for a candidate, the candidate will be interviewed for potential sources of minorities for future hires within the department as the need arises.

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