

EPA Employment Procedure In Compliance with Affirmative Action Policy

1. Report all EPA vacancies (academic & non-Academic) to the Affirmative Action Officer (AAO) by department/unit head on the EEO Form 101 prior to advertising the position. If the vacancy is a state-funded position, the position number must be included on the form.
2. A copy of the Position Announcement must accompany the EEO Form 101.
3. The AAO returns the EEO Form 101 and Vacancy Announcement to the initiating department/unit head with AAO's approval or disapproval. Please note that after six (6) months the EEO Form 101 will expire and must be resubmitted for approval.
4. If the EEO Form 101 is approved by AAO, the initiating department/unit head must circulate the vacancy announcement to all persons and agencies listed for advertising the vacancy. Circulation should occur only after the EEO Form 101 has been approved.
5. After the filing deadline (a minimum of 30 working days after the AAO approved EEO Form 101), the department/unit head should evaluate applications and decide which applicants are qualified.
6. The department/unit head will then conduct interviews. After the interviewing process has been completed, the department/unit head will indicate an employment decision by completing EEO Form 102 – Personnel Action Certification Form and the EEO Form 103 – Equal Employment Opportunity Compliance Summary items. All forms must have the appropriate signature(s).
7. The completed EEO Form 102, EEO Form 103, and a copy of the selected candidate resume' should be forwarded to the AAO for approval or disapproval.
8. The AAO will return the approved or disapproved EEO Form 102 to the initiating department/unit head. If approved, the department/unit head will complete an Internal Salary Authorization Form and New Hire Packet, and forward it along with an approved copy of the EEO Form 102 to the Office of EPA Salary Administration and Personnel who will complete the employment process according to established university procedures.