VIII. METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

A report on the action steps from the 2004-2006 affirmative action goals and program objectives has been completed by the program units and is attached as Appendix D. Also filed in the Affirmative Action Office are records of all unclassified hires, notes on specific recruitment activities, complaints filed, etc. All such records are kept on file for three years, as required by the Records Retention schedule.

In addition, all new hires receive the following types of review:

Pre-Employment Review

The requirement to establish methods of auditing, evaluating and reporting program success includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists. This pre-employment review takes place as follows:

A. Unclassified Employees:
   a. When a vacancy occurs, the following procedures will be implemented before an offer of employment is made. Please refer to Appendix E for the Pre-Employment Review Procedures entitled, “Search Process Checklist.” These procedures will be updated during the next year as part of the University’s overall commitment to improve our affirmative action efforts.

B. Classified Employees:
   a. In the employment process for classified employees, the Director of Affirmative Action will review relevant documentation, should the individual recommended for appointment not be from a group underrepresented in that particular job unit and qualified individuals from those underrepresented groups were available for consideration.

Pre-Review of Lay-Off Determinations

Minnesota State University, Mankato will make lay-off determinations consistent with applicable collective bargaining agreements and will review all layoff decisions to determine their effect on University affirmative action goals and timetables.