

## **OAR EEO POLICIES**

### **EEO NUMBERS**

Obtain EEO number from [EEO Office](#) prior to submitting an SF-52 to HR (Human Resources). OAR Laboratories - for all permanent vacancies GS-5 and (Z Band equivalent) and above. OAR Headquarters - for all permanent vacancies GS-5 and (Z Band equivalent) and above. This is the time to discuss recruitment sources and strategies that might produce women and minority candidates.

### **THREE WEEK ADVERTISING**

Minimum of three-week advertising time for all permanent GS-5 and above vacancies. Procedure designed to allow more time to distribute vacancy information to women and minority sources.

### **WAIVER OF THREE WEEK ADVERTISING**

There are three issues to be considered in reviewing requests for exception:

- Are there well qualified minority and women candidates internal to the organization so that extended recruitment is not needed?
- Is there an enhanced likelihood of locating minority and women candidates by denying the exception?
- Are there programmatic considerations so urgent that the three-week advertisement cannot be tolerated?
- Requests for exception are routed to the [EEO Manager](#) for staff review.

### **INTERVIEW**

When feasible, interview all merit assignment program (MAP) candidates for all vacant permanent positions GS-5 (Z Band equivalent) and above or WG-2 (or KPP to these levels). SCEP and STEP are excluded in this policy.

When considering non-MAP candidates referred by HR, if one candidate is interviewed from a particular source of candidates (e.g. OPM certificate, reinstatement, reassignment etc) all candidates must be interviewed, when feasible.

[Affirmative EEO Efforts Summary Report\(53-38 form\) and Selection Report](#) (Fillable PDF) form must be completed. Please fax to 303.497.7283 or email fillable as an attachment to: [Becky Rios](#).

When a tentative selection is made, the selecting official will forward to the EEO office a copy of the referral certificates (QuickHire certificate) and the completed forms. The EEO office will review the recruitment and selection

process for compliance with OAR policies and forward the certificate and the 53-38 form to HR. HR must not extend a job offer if there is no EEO signature indicating EEO review.

[Recruitment and Selection Flow Chart \(pdf format\).](#)