

IMPORTANT NOTICE REGARDING RECRUITMENT LIFE CYCLE NOTIFICATIONS EFFECTIVE IMMEDIATELY--3/24/14

Penn State must provide required notifications to applicants, those offered employment, and new hires. The following information provides guidance on new and/or updated information that must be provided during the recruitment life cycle. You are highly encouraged to post all positions on the Electronic Jobs Management System (EJMS) to allow most notices to be provided electronically with only forms required during the New Hire Orientation process having to be completed manually within each unit.

We are working on updates to EJMS to allow applicants to apply online for part-time positions (wage payroll) and will notify you when those capabilities are available, currently targeted for April 2, 2014.

If you are currently using a separate website in your unit that allows applicants to apply online for part-time/wage payroll positions (or any other positions), please provide the website address and information concerning the use of that system to Mary Beahm at mgb12@psu.edu. Due to the need for centralized reporting to various governmental agencies, and the need for compliance with all of the notifications listed within this document, units should consider whether the use of a separate system is still needed or if EJMS can be utilized instead.

The information below is provided based on the best available information as of this date. Should there be updates or changes to the information, we will provide that information as soon as possible. Information will also be posted on the OHR website under the "HR Professionals" tab.

Questions should be referred as follows:

Affirmative Action Notices: Affirmative Action Office, Ken Lehrman or Cindy Harter

Clery Notices: Clery Management, Gabe Gates

Electronic Job Management System: Recruitment, Angela Wharton or Lisa Corman

RECRUITMENT LIFE CYCLE NOTIFICATIONS

A. EXTERNAL ADVERTISEMENTS:

All external advertisements must include the following updated language for affirmative action and Clery notifications. Penn State's advertising agency, Job Elephant, will be adding the language automatically to all advertisements placed by them. We **highly encourage** all advertisements to be placed with Job Elephant (utilizing EJMS). If you place advertisements directly, you must use the following language in all advertisements:

- Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.
- **CAMPUS SECURITY CRIME STATISTICS:** For more about safety at Penn State, and to review the Annual Security Report which contains information about crime statistics and other safety and security matters, please go to www.police.psu.edu/clery/, which will also provide you with detail on how to request a hard copy of the Annual Security Report.

B. OPEN POSITIONS:

- 1) Positions posted on EJMS that allow applicants to apply online will have required notices provided electronically with the exception of those notices required during the New Hire Orientation (see Section C below).
- 2) Positions posted on EJMS that do NOT allow applicants to apply online (e.g. faculty positions posted prior to the new online capabilities, wage payroll) will NOT have the required notices provided electronically. The following notices must be provided by the unit:
 - Notification to **all applicants** of Clery Security Crime Statistics Notice (FORM 1)
 - Notification to **all applicants** of the ability to voluntarily complete an affirmative action form (FORM 2)
 - Notification to **all individuals applying on or after 3/24/14** of the following (both forms must be provided):
 - ability to voluntarily self-identify as an individual with a disability and request a reasonable accommodation, if required (FORM 3 – two pages)
 - ability to voluntarily self-identify as a protected veteran (FORM 4)
 - Notification to **individual(s) offered employment** (post-offer/pre-employment) of the following (both forms must be provided):
 - ability to voluntarily self-identify as an individual with a disability and request a reasonable accommodation, if required (FORM 3 – two pages)
 - ability to voluntarily self-identify as a protected veteran (FORM 5)

- New Hire Orientation forms (see Section C below)
- 3) Positions not posted on EJMS (e.g. wage payroll) or positions posted on another system (that does not have automatic notifications) will need to receive all notifications manually from the hiring unit as described in item 2 above.

C. NEW HIRE ORIENTATION (all new hires):

In addition to other forms that you provide (I-9, W-4, etc.) the following documents must be added to the new hire orientation information for **ALL** new hires:

- 1) Clery Security Crime Statistics Notice (FORM 1)
- 2) Notification to **individual(s) offered employment** of the following (both forms must be provided):
 - ability to voluntarily self-identify as an individual with a disability and request a reasonable accommodation, if required (FORM 3 – two pages)
 - ability to voluntarily self-identify as a protected veteran (FORM 5)

You should also add these forms to your unit's new hire checklist, have the individual providing the information sign and date the checklist, and if possible, request that the new employee sign the form to confirm receipt of the notices. If the employee does not want to sign the form, signature is not required.

D. EMPLOYMENT WEBSITES:

Any units utilizing employment websites must have specific language posted on those websites and will need to ensure full compliance with all requirements. If the website allows applicants to apply directly online for part-time/wage payroll positions (or other positions), additional information must be provided as outlined below. Please coordinate with your local IT resources to update the websites immediately; websites will need to be updated for all compliance issues in the future as well. Unless there is a specific reason to continue use of a separate website, units should begin using the EJMS system for all positions as soon as possible.

All employment websites should have the following statements EFFECTIVE IMMEDIATELY:

- 1) NEW Affirmative Action Statement (replaces prior statement):
 - **Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.**

2) NEW Clery Notification (replaces prior statement):

- **CAMPUS SECURITY CRIME STATISTICS:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Pennsylvania Act of 1988 require that crime statistics for Pennsylvania colleges and universities be made available to applicants upon request. Penn State's combined Annual Security and Annual Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the Penn State campus to which you are applying by accessing the website at www.police.psu.edu/clery/. A printed copy of the report may be obtained by writing to University Police & Public Safety, The Pennsylvania State University, Eisenhower Parking Deck, University Park PA 16802-6703 or by calling 814-865-1864.

3) NEW Link

- **"EEO is the Law"** so that attached pdf (EEO is the Law) is available online.

Websites that allow part-time/wage payroll applicants to apply directly through that website must have the following updates/notifications:

4) Employment Application must have the following:

NEW Affirmative Action Statement (replaces prior statement):

- **Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.**

NEW Clery Notification (replaces prior statement):

- **CAMPUS SECURITY CRIME STATISTICS:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Pennsylvania Act of 1988 require that crime statistics for Pennsylvania colleges and universities be made available to applicants upon request. Penn State's combined Annual Security and Annual Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the Penn State campus to which you are applying by accessing the website at www.police.psu.edu/clery/. A printed copy of the report may be obtained by writing to University Police & Public Safety, The Pennsylvania State University, Eisenhower Parking Deck, University Park PA 16802-6703 or by calling 814-865-1864.

5) Notification to **all applicants** of Clery Security Crime Statistics Notice (FORM 1)

- 6) Notification to **all applicants** of the ability to voluntarily complete an affirmative action form (FORM 2)
- 7) Notification to **all applicants** of the following (both forms must be provided):
 - ability to voluntarily self-identify as an individual with a disability and request a reasonable accommodation, if required (FORM 3 – two pages)
 - ability to voluntarily self-identify as a protected veteran (FORM 4)
- 8) Notification to **individual(s) offered employment** (post-offer/pre-employment) of the following (both forms must be provided):
 - ability to voluntarily self-identify as an individual with a disability and request a reasonable accommodation, if required (FORM 3 – two pages)
 - ability to voluntarily self-identify as a protected veteran (FORM 5)

E. SEARCH FIRMS

If you are utilizing an outside search firm, you should advise the firm that they will be required, as part of their recruitment process, to comply with all of Penn State's legal notification requirements including but not limited to Clery, Affirmative Action, and notification of the ability to self-disclose as a protected veteran and/or individual with a disability with an opportunity to request a reasonable accommodation. We will be adding these requirements to the forms provided by Purchasing and Risk Management as well. In the interim, search firms must follow the process outlined in section B.2 above.