

Hiring System Standardization and Reporting

Executive Order 24-xxx: Increasing employment opportunities in Washington state government



Office of Financial Management

Working together for the equitable future of every Washingtonian.

Executive Order

“...achieving equity and diversity within state agencies requires a comprehensive approach to recruitment and hiring that identifies and eliminates barriers to employment and institutional discrimination.”

- 1. Hiring System Standardization and Reporting**
2. Improving Access to State Employment
3. Improving Washington State Government's Equity Competency
4. Pay Equity

Agencies will use the standard process by September 1, 2024

1. Applied
2. Eligible
3. Referred
4. Interviewed
5. Offered
6. Hired

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Step	Definition	Action
Applied	Job seekers who have applied online or have had their application manually entered to one of the jobs in the agency between the selected date ranges.	System Capture – Application Received Application Entry – Date Received
Eligible	Applicants who have met the minimum qualifications and are eligible for further consideration.	Insight Action Moved to Eligible List
Referred	Individuals from the Eligible List who are referred to the employing official for further consideration.	Insight Action Moved to Referred List
Interview	Certified individuals who are invited to interview.	OHC Action Moved to Interview Step
Offered	Individuals from the interview stage who were made a job offer.	OHC Action Moved to Offer Step
Hired	Individuals are considered hired after the hire form is completed and the hire is approved in OHC.	OHC Action Moved to Hired Step Hire approved

On-Line Recruiting System Data

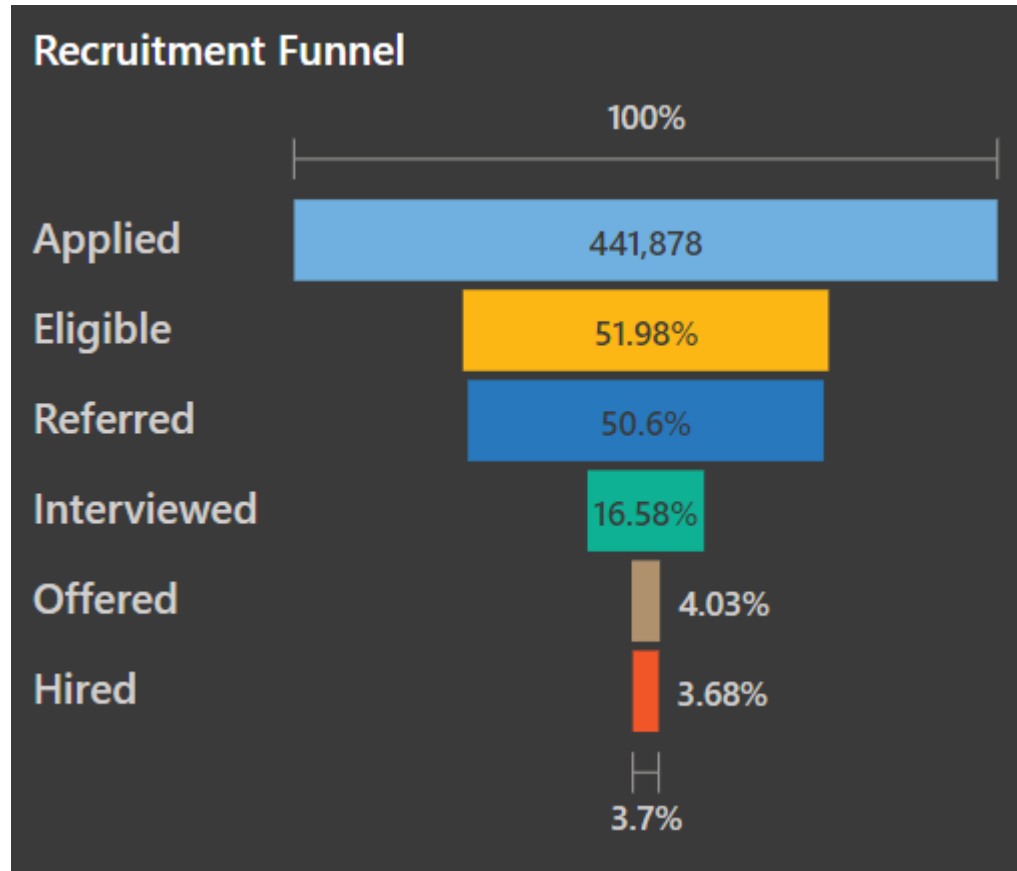
Percentage of Candidates By Ethnicity - Enterprise

July 01, 2023 - June 30, 2024

Ethnicity	Applied	Eligible	Referred	Interviewed	Offered	Hired
White	243260 (55%)	129363 (56%)	125805 (56%)	42834 (58%)	10725 (60%)	9818 (60%)
Two or more races	50254 (11%)	26193 (11%)	25527 (11%)	8137 (11%)	1880 (11%)	1722 (11%)
Asian	47347 (11%)	21087 (9.2%)	20326 (9.1%)	5625 (7.7%)	1105 (6.2%)	994 (6.1%)
Black or African ...	45932 (10%)	25873 (11%)	25461 (11%)	8316 (11%)	1813 (10%)	1658 (10%)
Hispanic or Latino	34937 (7.9%)	17649 (7.7%)	17177 (7.7%)	5492 (7.5%)	1569 (8.8%)	1410 (8.7%)
Not Answered	9146 (2.1%)	3921 (1.7%)	3803 (1.7%)	1057 (1.4%)	347 (1.9%)	319 (2%)
Native Hawaiian ...	6065 (1.4%)	3052 (1.3%)	2990 (1.3%)	956 (1.3%)	195 (1.1%)	178 (1.1%)
American Indian ...	4652 (1.1%)	2453 (1.1%)	2388 (1.1%)	829 (1.1%)	161 (0.9%)	148 (0.9%)
Middle Eastern o...	285 (0.1%)	102 (0.04%)	100 (0.04%)	20 (0.03%)	2 (0.01%)	2 (0.01%)

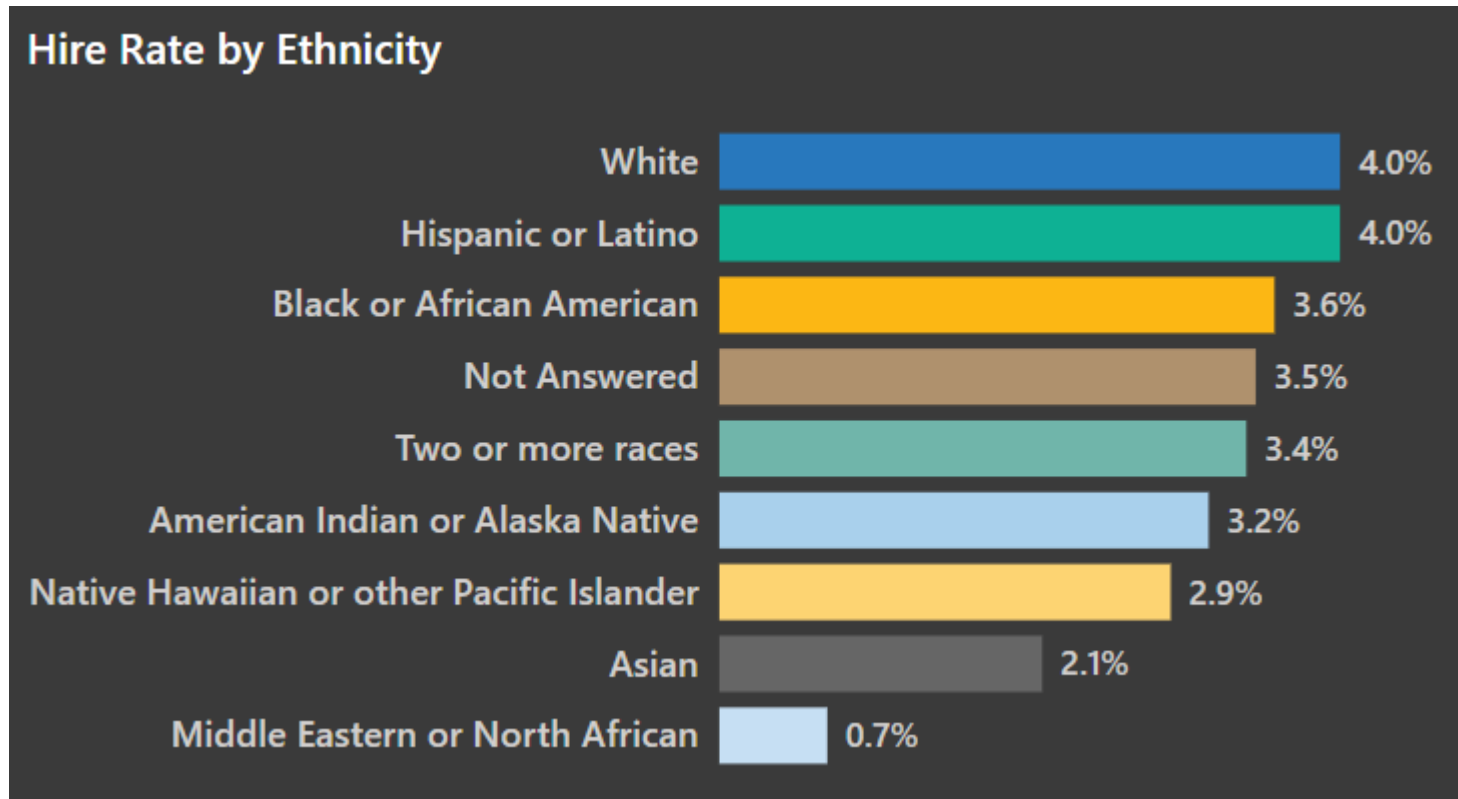
*If you don't see this dashboard in the OLRs, request access by sending a help desk ticket to:
<https://desitsupport4u.des.wa.gov.wa.gov>*

What we see in the data



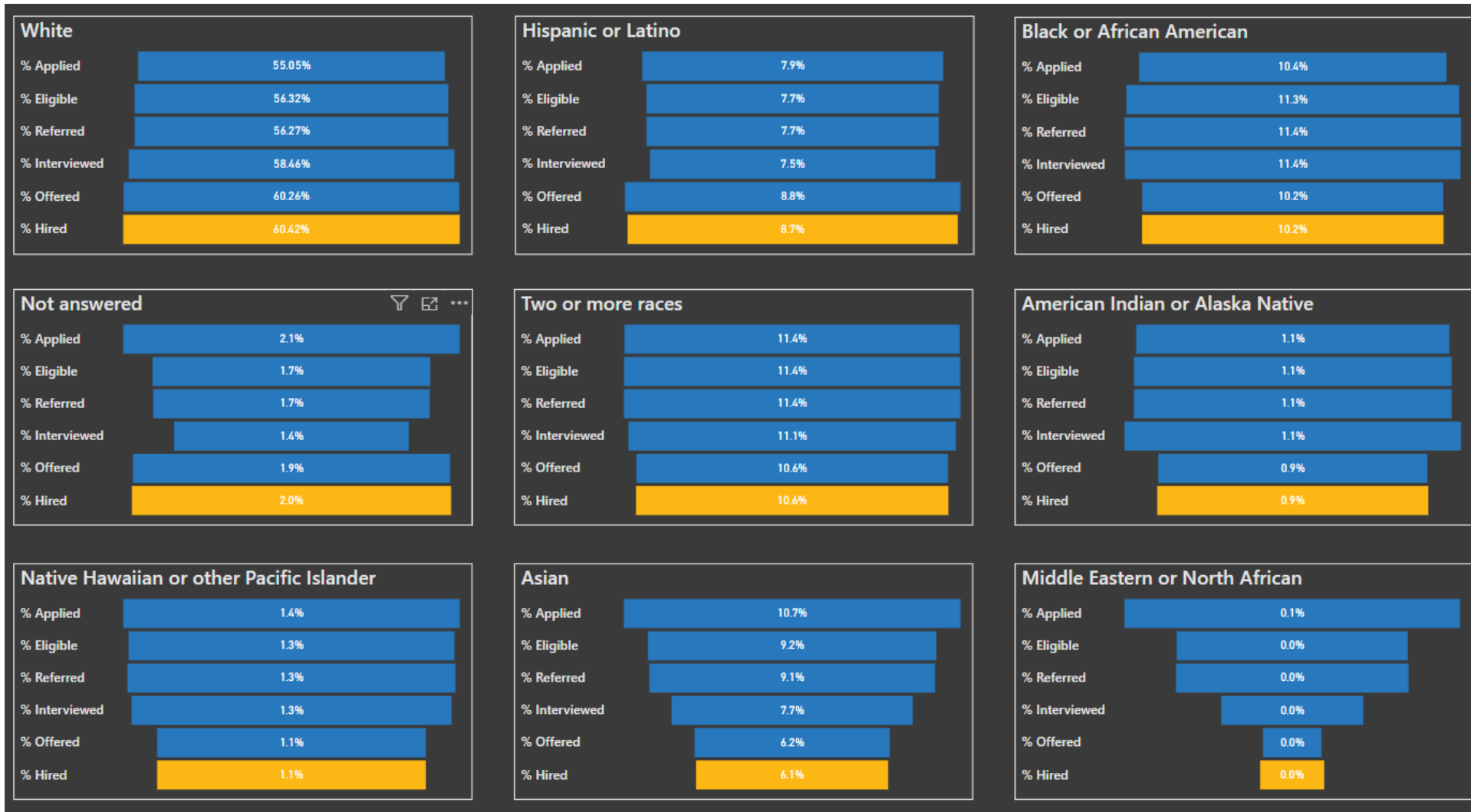
- ✓ Over 441,000 applicants.
- ✓ How are we utilizing the 210,00 applicants who are not eligible? What other jobs might they qualify for?
- ✓ Will the removal of degrees increase percentage of eligible and therefore candidate pools?
- ✓ Why are .02% of job offers turned down?

What we see in the data



✓ Why is the hire rate for Asians so much lower than for other ethnicities?

Data tells stories



- ✓ For each step, the percentage of white candidates increased.
- ✓ For each step, the percentage of Asian and Middle Eastern candidates decreased dramatically.

Outcomes

“OFM SHR will track demographic data to understand where specific communities are being systematically excluded through the recruitment process to identify and implement recruitment process improvements.”

OFM SHR Guidelines and Best Practices

Coming Soon!

1. Guidelines
2. Best Practices

OLRS training and user guides:

OLRS training and user guides are available on the DES SharePoint site. Request access by sending a request to the help desk portal ticketing system at <https://desitsupport4u.des.wa.gov>.

For more information:

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