



Hiring Process

For Compliance with the Office of Federal Contractor Compliance Programs (OFCCP)

The JHU Office of Compliance and Central Human Resources are requiring this process for maintaining compliance with federal regulations that apply to federal contractors like JHU. By following these steps, we can ensure our hiring practices remain fair, consistent, and aligned with federal requirements, while also supporting the university's commitment to equal opportunity. The OFCCP requires JHU to capture, retain, and assess applicant-tracking information. This data allows us to monitor our hiring processes for fairness and address areas like required data analysis, including adverse impact assessments.

Hiring Managers are required to follow these steps during the hiring process:

1. Schedule a Strategy Call

Before posting a position, you will need to complete a **recruitment strategy call** with your recruiter. This call is an opportunity to align on needs, review timelines and logistics for the search, enhance collaboration, set clear expectations, discuss marketing and advertising options, and ensure that **all parties involved** understand their compliance responsibilities, including but not limited to those related to OFCCP requirements. Here's the process for scheduling this call:

- Once your requisition is approved in [OMT \(Organizational Management Tool\)](#) and reaches the Talent Acquisition (TA) queue, your recruiter will reach out to schedule this call.
 - Please respond with your availability within **two business days** of receiving the request.
 - **Requisitions will not be posted** until this strategy call has been completed.
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2. Maintain Communication with Your Recruiter

To ensure compliance, hiring managers are expected to **maintain open and ongoing communication** with their recruiter throughout every stage of the hiring process.

- You will need to communicate updates regarding each applicant as they move through the hiring process (e.g., Hiring Manager Review, Search Committee Review, Interview, Offer, etc.).
- Your recruiter will notify you if 20 or more candidates have been referred without activity. If the number reaches **30 unreviewed candidates**, the external posting will be **temporarily removed** from the JHU career page until updates are provided to your recruiter.



This ensures the applicant tracking system accurately reflects all candidate activity and meets federal requirements.

3. Provide Timely and Accurate Candidate Dispositioning

Hiring managers are required to provide accurate disposition details for all non-selected candidates at each step of the process—whether during assessment, screening, search committee review, or interviews.

- As candidates are determined not to be a fit, you **need to communicate** the specific step and disposition reason to your recruiter.
- All candidates except finalists **must be dispositioned** before extending an offer to the selected candidate. Finalists will be dispositioned once a final offer is accepted, and the new hire clears pre-employment.

Timely and accurate dispositioning is critical because it ensures proper communication with applicants and fulfills our federal reporting requirements.
