

Affirmative Action Card Process for Search & Screens

As you may be aware, later this year (2012) we will be implementing the Talent Acquisition Manager (TAM) component of HRS to manage our unclassified Search & Screen process. One of the features of TAM will allow us to request affirmative action information from applicants through an online form.

Currently, we request affirmative action information from applicants using two methods: **Post Card** or **Electronic Form**. With the impending implementation of TAM, our intent is we exhaust the current supply of paper post cards. We will not be replenishing the supply of post cards.

Until TAM is implemented, we encourage you to use the electronic affirmative action card that is available on the Office of Human Resources & Diversity Web Page here:

http://www.uww.edu/adminaffairs/hr/forms/aacard_doc.doc

The file is a Microsoft Word document that can be e-mailed to all applicants. The form allows applicants to complete and save the form and return via e-mail directly to the Office of Human Resources & Diversity.

The process for sending the electronic form to applicants is as follows:

1. Download the Electronic Affirmative Action Card here:
http://www.uww.edu/adminaffairs/hr/forms/aacard_doc.doc
2. Open the file and enter the appropriate Position ID on the upper right of the form.
3. Save the form to your desktop or network drive.
4. Create your e-mail to your applicant in Outlook and attach the saved file in the e-mail.
5. In the body of the e-mail, remind the applicant to return the completed form to:
hr@uww.edu and not the e-mail address that the form was received from.
6. If any Electronic Affirmative Action Cards are received by you in error, please forward to
hr@uww.edu
7. If you have any questions, please contact our office at 262-472-1024.