



Fair Employment Selection Practices	HR 09
Human Resources Policy Manual	Effective Date: 8/1/2017

PURPOSE

The purpose of this policy is to ensure Penn State Health's recruitment and selection practices are guided by a commitment to equal employment opportunity (EEO) and affirmative action (AA), and meet Federal and State laws and regulations.

SCOPE

This policy applies to all PSH Milton S. Hershey Medical Center employees and applicants for employment.

POLICY AND/OR PROCEDURE STATEMENTS

Policy: Penn State Health (PSH) is an equal employment opportunity (EEO), affirmative action (AA) employer. PSH promotes equal opportunity in all aspects of employment. We respect the dignity, diversity and religious expression of every employee. We recognize the value of diversity and strive to employ a workforce that is as diverse as the communities and people we serve. Our policy is to hire and promote individuals solely on the basis of merit and their ability to perform.

PROCEDURE

A. NONDISCRIMINATION

Penn State Health affirms a policy of nondiscrimination in all of its employment programs or activities.

B. EQUAL ACCESS

Penn State Health is committed to all persons having equal access to employment without regard to personal characteristics not related to ability, performance, or qualifications as

determined by Penn State Health policy, contract, or state or federal authorities, and that, Penn State Health does not discriminate against any person because of age, ancestry, color, disability, national origin, race, religious creed, gender, gender identity or expression, genetic information, sexual orientation, veteran status, or any other legally protected status.

C. EMPLOYEE RECRUITING THROUGH AGENCIES OR SOCIETIES

1. In all solicitations to placement agencies or advertising and job postings, the following statement must be made indicating that all qualified applicants will receive fair and equitable consideration of employment. *Penn State Health is committed to affirmative action, equal opportunity and the diversity of its workforce. Equal Opportunity Employer – Minorities/Women/Protected Veterans/Disabled*
2. It is the responsibility of hiring managers to coordinate all recruitment advertisements with the Human Resources Department. Human Resources will ensure that appropriate EEO/AA statements are included in the advertisements.

D. REPORTS ON FAIR EMPLOYMENT PRACTICES

1. Human Resources is responsible for answering requests for reports concerning employment practices. Any contacts from agencies or groups requesting such information, or reports, should be directed to Human Resources.

REFERENCES AND RELATED POLICIES

APPROVALS

	Name	Title	Date
Authorized:	David Swift	Chief Human Resources Officer	8/1/2017
	Lynette Chappell-Williams	Chief Diversity Officer	
Approved:	David Swift	Chief Human Resources Officer	8/1/2017

DATE OF ORIGIN AND REVIEWS

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CONTENT REVIEWERS AND CONTRIBUTORS

Director of Talent Acquisition, Chief Diversity Officer, Sr. Vice President & Chief Human Resources Officer