



March 2, 2015

SUBJECT: **Creating a Diverse Applicant Pool – Outreach to Veterans and Individuals with Disabilities**

The new regulations for Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act* (VEVRAA) and Section 503** of the Rehabilitation Act of 1973 require employers to take **affirmative action to recruit, hire, promote and retain veterans and individuals with disabilities**. Employers must ensure "appropriate outreach and positive recruitment activities" and analysis to determine effectiveness of those activities. To that end, AgriLife Human Resources has expanded the list of resources to assist you in diversifying your applicant pool <http://agrilifeas.tamu.edu/documents/building-diverse-applicant-pool.pdf>. *As always, please be sure to track your advertising for vacancies and retain with your recruiting file documents.*

For questions, please contact: your HR Generalist at (979) 845-2423.
Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/>

New Tagline Required for Job Postings:

Under new regulations for VEVRAA* (Vietnam Era Veterans' Readjustment Assistance Act) and Section 503** of the Rehabilitation Act of 1973, all job vacancies and other references to employment must include in their "tagline" reference to protected veterans and individuals with disabilities. AgriLife Human Resources has made this change to all NOV's in GreatJobs. **If your unit advertises in any other location, please include the following statement:**

AGENCY NAME is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer. (In paid advertisements this may be shortened to: EO/AA /Vet/Disability Employer)

Section 3 of the *Recruiting and Selection Guide for Hiring Managers & Supervisors* has been updated as shown below.

Please communicate this to the hiring managers in your unit:

If advertising on other web sites, journals, etc., refer all applicants to <http://greatjobs.tamu.edu> for the full position description and to apply online. The statement "Texas A&M AgriLife is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer" must be a part of all job announcements. In paid advertisements, the statement may be shortened to: "EO/AA/Vet/Disability Employer".

More information regarding additional requirements under VEVRAA and Section 503 will be forthcoming.

*The Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) prohibits federal contractors and subcontractors from discriminating in employment against protected veterans, and requires these employers to take affirmative action to recruit, hire, promote, and retain these veterans. The Final Rule strengthens the affirmative action provisions of the regulations to aid contractors in their efforts to recruit and hire protected veterans and improve job opportunities for protected veterans. [Source: <http://www.dol.gov/ofccp/regs/compliance/vevraa.htm>]

**Section 503 of the Rehabilitation Act of 1973 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs), and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. The Final Rule strengthens the affirmative action provisions of the regulations to aid contractors in their efforts to recruit and hire IWDs, and improve job opportunities for individuals with disabilities. [source: <http://www.dol.gov/ofccp/regs/compliance/section503.htm>]

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