

**THE MILITARY DEPARTMENT AFFIRMATIVE ACTION
SUMMARY OF OBJECTIVES**

1. Continue to make the Affirmative Action Plan available for review by all employees, employee unions and other interested parties.
2. Implementation of Short Term Hiring Goals as outlined in the Affirmative Action Plan.
3. Maintain and update lists of minority and women's organizations to increase the availability of a diverse applicant pool.
4. Continue to use open competitive examinations where appropriate to increase the available minority applicants.
5. Continued use of the follow-up process for protected group applicants on Certification Lists who fail to respond to the initial interview letter.
6. Invite a diverse pool of candidates in for interviews from Certification Lists to ensure that protected group members are available for selection.
7. The Human Resource Manager will continue to review all non-competitive and competitive positions as they become vacant to determine if they are properly classified. This could improve the promotional and entry-level opportunities available to protected group members if the proper job specification is utilized to match the requirements of the position.
8. Implement Program Goals.