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Jerry Wray  
Director

Policy: 17-010(P)  
Effective: 4/17/2015  
Responsible Division: Human Resources  
Supersedes Policy: 17-010(P) Dated 5/12/10

## **HIRING POLICY**

### **POLICY STATEMENT:**

The Ohio Department of Transportation (ODOT) is an equal opportunity employer and is committed to providing equal employment opportunity for all qualified persons. It is the policy of ODOT to make any employment-related decisions without regard to race, color, religion, sex, sexual orientation, national origin, disability, age, military status, and genetic information.

The Ohio Department of Transportation's recruiting, interviewing and hiring activities are conducted to ensure the employment of the best qualified individuals. These activities must be carried out in a manner consistent with the State of Ohio's commitment to the principles of diversity and affirmative action.

### **AUTHORITY:**

ODOT Affirmative Action Plan  
Uniform Guidelines on Employee Selection Procedures  
Age Discrimination in Employment Act  
Title II of the Genetic Information Nondiscrimination Act  
Uniformed Services Employment and Reemployment Rights Act  
Executive Order 2011-05K  
Americans with Disabilities Act  
Title VII of the Civil Rights Act of 1964  
Ohio Revised Code 124.27, 124.31, 4112  
Ohio Administrative Code 123:1-11, 123:1-15, 123:1-17, 123:1-23, 123:1-49  
OCSEA Bargaining Contract Article 17  
DAS Directive No. 06-09, Nepotism Policy

**SCOPE:**

This policy is applicable to all Human Resources and Management staff within the ODOT.

**DEFINITIONS:**

None

**FISCAL IMPACT:**

None

**TRAINING:**

The Division of Human Resources offers training to new and existing management personnel involved in the interviewing, selection and hiring process.