

# The Red-Flag Process

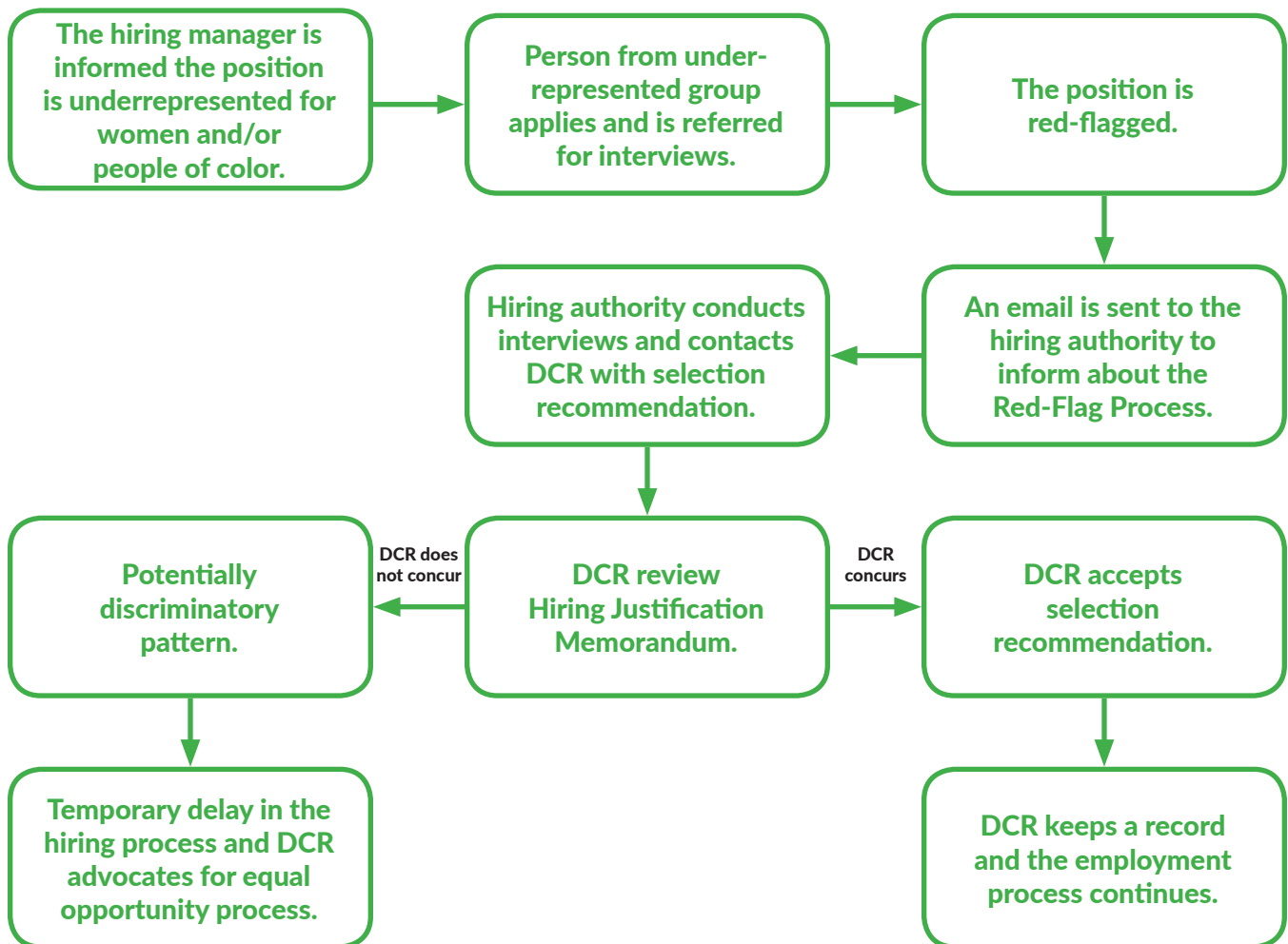
## WHAT IS THE RED-FLAG PROCESS?

The Red-Flag Process is an Affirmative Action procedure adopted by the City in its General Ordinances and its Affirmative Action Plan to minimize cultural, racial, gender and disability differences between interviewers and interviewees. It also provides a more thorough evaluation of candidates' application materials and interview responses.

## WHAT DOES IT MEAN FOR A POSITION TO BE RED-FLAGGED?

1. The position falls into a job category that is "underrepresented," meaning the demographic makeup of present employees does not match the demographic makeup of the local workforce for women and/or people of color.
2. At least one individual from the underrepresented group was referred for interviews.

## HIRING RED-FLAG PROCEDURES



## WHAT IS A HIRING JUSTIFICATION MEMORANDUM?

A "Hiring Justification Memorandum" defines the recordkeeping procedure that includes documentation required to provide justification as to why a given candidate has been selected to fill a position. Each City of Madison hiring authority is expected to document hiring decisions and to maintain an accurate recordkeeping system of the entire selection process for each position filled. The Department of Civil Rights may review this documentation at any time.