

# **Equal Employment Opportunity & Affirmative Action Officer for CAHNRS & WSU Extension**

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# History of paperless experience

- **University of Idaho**
  - **Completely electronic application process**
  - **Web based**
  - **Work around for people who are not computer savvy**
  - **Used for Faculty, professional, classified**
  - **ATS was purchased from the state government**

# Washington State University

- **Faculty and Administrative/Professional Searches only**
  - **Classified searches web based and administered by Human Resource Services**
  - **Faculty and AP application process all paper**
    - **Few applications were received via email and those were printed for distribution to the committee**
  - **Faculty applications average 50 pages**
  - **Administrative/Professional applications average 10 pages**

# Washington State University (Con't)

- **Search process all paper**
  - **11 search activities**
    - 7 activities require review and approval by admin
  - **8 copies of each of the 7 search actions**
    - Copies were often returned to me for reuse/shredding
    - Faculty searches averaged 1039 pages
  - **Postage costs for distributing to committee members**

# Administrative Review

- **Dean approval**
  - **Acting dean assignment**
- **Hiring authority approval**
  - **Assistant director assignment**
- **Depending on travel schedule could take up to a week to get all the approvals**

# SharePoint

- **Secure access**
  - **Committee members**
  - **Administration**
  
- **Paperless**
  - **Emailed applications are not printed**
  - **Paper applications are scanned**
  - **Search actions are reviewed in electronic form**
    - **EEO Coordinator**
    - **Administrators**
  - **Administrative approvals**
  - **Save ~ 52000 – 72800 sheets of paper per year**

## **Other Benefits**

- **SharePoint site is the official record**
  - **Less paper to file**
  - **More room in file cabinets**
- **Faster**
  - **Web based**
    - **Administrators can access from anywhere in the world they can get internet**
    - **Staff don't have to walk paperwork to admin**
    - **Copies of applications don't have to be mailed to committee**
      - **Save postage**

# Disadvantages

- **Web access by modem is too slow for effective use**
- **Time consuming to post applications to SharePoint site**
  - **Redistribution of resources**
- **Managing the access for non – WSU committee members**

# Future

- **Applicants apply directly on SharePoint**
- **Departmental forms are created in SharePoint**
- **Create work flows to prompt the next steps in the process**
- **Civil Rights Compliance files on SharePoint**
  - **39 counties have electronic file**
  - **No need to travel to the county to review the efforts for civil rights compliance**