



**HR Highlights
April 2023**

Update on Recruitment Status and EEO Reporting

When DHRM completes the applicant flow analysis for the EEO reporting, it is important to understand how the applicants exit the recruiting process. Therefore, each applicant must be dispositioned with one of the statuses [on the attached document](#). Please share with your recruiting staff that it is a best practice for recruiters to disposition applicants throughout the recruitment process and not wait for the end. By doing so, applicants receive timely information about the status of their application. If you have any questions about the recruitment statuses, please contact Allen Blair, allen.blair@dhrm.virginia.gov or Ponnette Smith, ponnette.smith@dhrm.virginia.gov. For questions on how the statuses relate to EEO reporting or compliance, please contact Justin Shreve, Justin.shreve@dhrm.virginia.gov.