



POLICY MEMORANDUM

JOB POSTINGS AND NOTICE REQUIREMENTS

Pursuant to Executive Order 11246, as amended, Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, and Section 503 of the Rehabilitation Act of 1973, the Office of Federal Contract Compliance Programs (OFCCP) has released a [compliance assistance guide](#) detailing the required language for all job postings by federal contractors. As a federal contractor, the University of Georgia is required to comply with these requirements. All job postings must include language (tagline) stating that the Contractor is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, gender identity, sexual orientation, or protected veteran status.

The full recommended tagline would read: **“The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation, or protected veteran status.”** The full tagline, while not required, should be used whenever feasible.

When using the full tagline is not feasible, abbreviated EOE taglines may be used. If the tagline lists any protected category, other than disability or veteran status, all other required categories, as noted above, must be listed.

Acceptable abbreviated taglines include:

“An Equal Opportunity Employer” or “EOE”

“EOE/AA/Veteran/Disability Institution” or “EOE Veteran/Disability”

“EOE/AA Institution. Protected veterans and individuals with disability encouraged to apply.”

Please contact EOO at (706) 542-7912 or ugaeoo@uga.edu if you have any questions. You may also visit the OFCCP website for additional information at: <http://www.dol.gov/ofccp/>.

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Director, Equal Opportunity Office

Revised: September 2022