

SELECTION PROCESS GUIDELINES

The selection of interviewees must be made from the Requisition List that is e-mailed to the Human Resource representative and/or Supervisor of the position.

Step 1: Screen Applications. Screen applications based on knowledge and skills/abilities identified in the job announcement.

Step 2: Conduct Additional Screenings, if appropriate. Additional screening methods may be used in the selection process. Additional screening methods include short screening interviews, work samples, tests, willingness questionnaires, supplemental applications and/or task questionnaires, self-assessment questionnaires. Screening methods must be administered in a standardized and consistent manner at each stage of the screening process.

Those names bolded and marked with an asterisk (*) on the Requisition List must be given an initial interview. If additional interviews are conducted, preference applicants are not required to be included.

Step 3: Develop Final Interview Questions. Applicants should be evaluated on the same general criteria and asked the same set of core questions. Ensure the questions you ask comply with EEO standards.

Step 4: Conduct Final Interview. The final interview will determine the top candidate. If you have eliminated all but one applicant in the screening process, you are still required to interview that applicant. Keep the interview as structured as possible. Have applicants complete the appropriate "Authorization of Release of Information" form at the interview.

Step 5: Select Top Candidate. Select the top candidate who has the qualifications to perform the duties of the position most effectively based on the knowledge and skills/abilities required for the position.

Step 6: Conduct Reference Check. You are required to check employment references on the top candidate before any offer of employment is made regardless of the person's qualifications. Verify post-secondary education if applicable.

Step 7: Offer Employment.

- Obtain agency approval to offer employment to the top candidate.
- **Contact your Human Resource Manager to discuss your selection and proposed salary prior to making an offer of employment.**
- Contact the top candidate to make an offer of employment once you receive necessary approval.
- Determine a starting date that coincides with the beginning of a pay period.
- Complete background check and/or drug/alcohol test (if required for this position) before candidate begins employment.

Step 8: Complete Documentation. Complete the Requisition List by filling in the disposition and hiring information. Return the following required documentation to your Human Resource Manager within two working days of an acceptance of an appointment:

- Completed Requisition List
- Copies of selection methods used or any other information related to selection methods (i.e., tests, supplemental questionnaires/applications, willingness questionnaires, self-assessment questionnaires).
- Interview questions and notes taken by the interview team/individual for every applicant who was interviewed (this includes short pre-screening interviews).
- Names and titles of all persons administering the selection process or participating in making selection decisions.
- Reference documentation.

Email messages to all applicants will be generated by the Bureau of Human Resources based on the information received on the completed Requisition List. Please contact your Human Resource Manager regarding department policy on generating appointment letters.

Please contact your Human Resource Manager if you have any questions or need any assistance with the selection process.

STATE OF SOUTH DAKOTA
AUTHORIZATION FOR RELEASE OF INFORMATION
For Pre-Employment Screening

Name (Please Print): _____

Address: _____

Social Security Number: _____

TO WHOM IT MAY CONCERN: I am an applicant for a position or volunteer position with the State of South Dakota. I hereby authorize a review of and full disclosure of all records, or any part, concerning myself by and to the State of South Dakota, whether the records are public, private, or confidential.

I consent to your release of all public and private information that you have concerning me, my work record, background, military service records, educational records, financial status, civil litigation or penalties, criminal history record, investigator files, performance ratings, complaints or grievances filed against me, and internal affairs investigations or discipline, including any files which are deemed to be confidential or sealed.

I release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage according to any state or federal laws. I release you, as the custodian of the records, from all liability for damages of whatever kind which may result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

In consideration of the State of South Dakota's acceptance and processing of my application for employment (including a volunteer position), I agree to hold the State, its agents and employees harmless from all claims and liability associated with my application for employment (including a volunteer position) or in any way connected with the decision whether or not to employ me (including a volunteer position) with the State. I further agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

A photocopy or fax copy of this release form is as valid as the original, even though the photocopy or fax copy does not contain an original signature. This waiver is valid for a period of 60 days from the date of my signature.

Signature

Date