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 (HRM) to discuss your selection and proposed salary prior to making an offer of employment.
- **IF THE APPLICANT IS A CURRENT STATE EMPLOYEE:** Department Secretary/Bureau Commissioner of hiring agency must notify applicant’s Department Secretary/Bureau Commissioner an offer will be made.
- 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 HRM 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 HRM regarding department policy on generating appointment letters.

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