

Executive Branch

Classified Hiring and Selection Procedure Checklist

This checklist provides an overview of the hiring and selection procedure for use within the Executive Branch, and may be used as a tool to flow through the process. The steps provided below are required for promotion and appointment selections, or for any agencies who have received specific approval to adjust the process to accommodate the needs of the agency.

Organization Name: _____

Vacancy Job Title: _____ Position Number: _____

Task:	Completed By:
STEP 1: PREPARATION	
1. Request Approval to Fill Vacancy	
A. Review Position Description, Update as Necessary	Hiring Manager, Human Resources
B. Complete Fair Labor Standards Act Exempt Test	Hiring Manager, Human Resources
C. Prepare an Internal Request to Fill Vacancy	Hiring Manager, Human Resources
D. Submit Request through Appropriate Channels	Hiring Manager, Human Resources
2. Assign Selection Panel	
A. Identify Appropriate Panel Members	Hiring Manager, Human Resources
B. Complete <i>Selection Panelist Conflict of Interest Statement</i>	Selection Panel Members
3. Establish Screening Criteria	
A. Identify Necessary Knowledge, Skills, and Abilities	Hiring Manager, Human Resources
B. Complete a Screening Criteria Worksheet	Hiring Manager, Human Resources
4. Develop Interview Questions	
A. Include a Combination of Behavioral and Technical Style Questions	Hiring Manager, Human Resources
B. Ensure Questions are Legally Acceptable	Hiring Manager, Human Resources
C. Create the Interview Questionnaire Worksheet.....	Hiring Manager, Human Resources
STEP 2: THE INTERVIEW PROCESS	
1. Screen Applicants	
A. Review the Listing of Applicants Who Applied to the Requisition (Req # ____)	Hiring Manager, Human Resources
B. Compare Qualifications to Established Screening Criteria	Hiring Manager, Human Resources
C. Review the Minimum Requirements listed on the Job Advertisement.....	Hiring Manager, Human Resources
2. Schedule, Conduct, and Evaluate Interviews	
A. Contact the Qualifying Applicants to Offer/Schedule an Interview	Hiring Manager, HR, or designee
B. Provide Members of the Selection Panel with Interview Details	Hiring Manager, HR, or designee
C. Conduct the Interviews.....	Selection Panel Members
D. Evaluate the Interviews	Selection Panel Members
STEP 3: EVALUATION AND SELECTION	
1. Evaluate Applicants	
A. Review Each Applicant.....	Selection Panel Members
B. Compare Applicants	Selection Panel Members
C. Discuss with Panel and Determine the Recommended Candidate	Selection Panel Members
2. Conduct Reference Checks	
Conduct a reference check for those who approved for MQR	
Record Responses on <i>Prior Employment Reference Check Form</i>	Hiring Manager, HR, or designee

Task:	Completed By:
3. Prepare Recommendation for Approval, and Process	
	A. Compile a Selection Packet Hiring Manager, Human Resources B. Route Documents for Final Agency Approval Hiring Manager, Human Resources C. Extend a Conditional Offer of Employment and Process Action Hiring Manager, Human Resources
STEP 4: CONCLUSION	
1. Notify Applicants of Outcome	
	A. Contact Recommended Applicant Hiring Manager, Human Resources B. Send Confirmation of Employment to Selected Applicant, if New Appointee Hiring Manager, Human Resources C. Send Letters of Regret to Interviewed Applicants who were not Selected..... Human Resources
2. Maintain Appropriate Documentation	
	Maintain documents for five years from the date of register certification Determined by Agency HR <ul style="list-style-type: none"> • The requisition list of applicant submissions (electronically maintained within the recruitment module of MyPurpose, accessible upon request to the Personnel Cabinet) • Screening Criteria Worksheet • Applications and any documentation provided by the applicants (i.e. Internal Mobility Applicant Forms, Performance Evaluations, resumes, etc.) • Signed Conflict of Interest Statements and Interview Questionnaire Worksheets for all panel members • Completed Prior Employment Reference Check Forms for final applicants • Recommendation Memo
3. Create a Training Plan	
	Prior to start date, outline a training plan..... Hiring Manager