

## **Number 4.0 - RECRUITMENT AND POSTING OF VACANCIES**

Revised: August 4, 2008

Supersedes Policy 4.0 Dated January 15, 2002

Abolishes Policies: 4.1, 4.2, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.12, 4.13

Applicable To: All applicants for employment with the Executive Branch of the State of Vermont. NOTE: Although this policy generally applies to all recruitment, certain aspects of it are specific to recruitment of classified positions only.

Issued By: Department of Human Resources

Approved By: Michael K. Smith, Secretary of Administration

### **PURPOSE**

It is the policy of the State of Vermont to meet its workforce needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the most qualified applicants for State employment, while at the same time encouraging diverse representation at all occupational levels of the workforce. No selection decision shall be made that would constitute unlawful discrimination in violation of state and/or federal law.

The hiring of applicants for classified positions shall be carried out with consideration of the balance of skills needed to maintain the State's ability to meet the demand for services, including the need to plan for future leadership. The State's programs and practices shall foster internal advancement opportunities for current employees, as the State recognizes the value of tenure and experience.

Concurrently, programs and practices should allow for inclusion of applicants from outside the organization who may offer a new source of talent, alternative perspectives, or the latest academic knowledge. This will be accomplished through targeted recruitment efforts that bear a logical and systematic relationship to staffing needs to be met, and afford equal opportunity for all applicants within the limits of these goals. Through a planned integration of experience, perspective, and vitality, the State will best meet its mission of service to the public.

### **POLICY STATEMENT**

The Department of Human Resources (DHR) is responsible for monitoring the effectiveness of agency/department recruitment and selection procedures in accordance with applicable policies and law. Agencies and departments are responsible for maintaining recruitment and selection data and documentation to support hiring

decisions. In addition, agencies and departments must provide information to DHR to prepare reports required by statute.

## **DEFINITIONS**

**Classified:** includes all positions and categories of employment by the State, except as otherwise provided by law (See 3 V.S.A. §311).

**Job Class:** a grouping of one or more positions that is sufficiently similar in the duties performed; degree of supervision exercised or received; minimum requirements of training, experience, or skill; and other characteristic. These similarities allow the same title, test of fitness, and pay grade to be applied to each position.

**Job Requisition:** the details specific to a vacant position that a department wishes to fill which is entered into the Human Capital Management (HCM) database. The job requisition is listed on the DHR website where applicants must apply to individual job requisitions to be considered for the position.

**Job Specification:** an official document that describes the duties and minimum education and experience qualifications of State jobs.

**Mandatory Interview:** applicants with disabilities may request mandatory interview status through the DHR Labor Relations Division. Applicants who qualify for this status and who apply for a job requisition must be offered an interview by the hiring authority (see Personnel Policy 3.2 – Reasonable Accommodation, for more information).

**Minimum Qualifications:** criteria established for the initial screening of job applicants. Minimum qualifications are usually expressed in terms of the nature and amount of formal education, training, work experience, as well as any special requirements such as licenses, certifications, or physical standards. Minimum qualifications are set at a level that provides a reasonable likelihood that a candidate for the job possesses the most important minimum required knowledge, skills, and abilities to adequately perform entry level work in the job.

**RIF-Clear:** the process by which a vacant classified bargaining unit position is reviewed by the DHR Recruiter to determine whether the position must be offered to someone with mandatory reemployment rights to that vacancy, prior to posting a job requisition.

## **General Guidelines**

### **4.01 - Posting and Recruiting to fill Job Requisitions**

Each classified position to be filled must be posted online on the DHR website in the HCM database and include reference to the position number being filled. This includes all positions for which an agency or department wishes to recruit internally for promotional or transfer opportunities for their employees.

It is up to the agency or department to determine whether the position is to be recruited internal to the agency, internal to State government, or whether external applicants will be considered concurrently with the internal applicants. If a department wants to consider hiring a current temporary employee for a classified vacancy, the job requisition must be posted externally.

The recruitment and selection process shall be consistently applied and non-discriminatory, so that it promotes open and fair competition and provides for the hiring of a diverse workforce. While not required, agencies and departments are strongly encouraged to post exempt and temporary vacancies as job requisitions on the DHR website as well.

#### **4.02 – Scope Conference**

A scope conference is a meeting (or teleconference) between the DHR Recruiter, the department HR Administrator, and the hiring manager to discuss the following:

- An overview of the position to be recruited.
- A review of the current minimum qualifications and revision if necessary.
- The level of recruitment needed and advertising options.
- Screening needs and preferred qualifications.
- Timeline for posting the job requisition and delivery of eligible applications.
- Outreach efforts to attract a diverse applicant pool.

The scope conference provides the hiring department an opportunity to streamline and improve the recruitment and screening process and to attract a quality pool of eligible candidates. When a vacancy occurs in a department, a scope conference should be held prior to beginning the recruitment process. Scope conferences provide the Recruiter with more information about the particular job and the specific needs of the hiring manager. This in turn prepares the Recruiter to provide better responses to applicant inquiries. Scope conferences may be conducted in person or via teleconference. There may be times when a scope conference is not necessary. The final decision to conduct a scope conference lies with the DHR Recruiter.

#### **4.03 – Job Requisition Posting Period**

All classified position vacancies that a department intends to fill must be posted on the DHR website as a job requisition with for a minimum of ten (10) work days. The DHR Recruiter may extend the closing date beyond the ten days if it is a difficult to fill position. State holidays and weekends do not count as work days for the job requisition posting period.

Closing dates may be extended provided that the DHR Recruitment Division is notified prior to the scheduled closing date. A lack of qualified applicants may justify extending the posting period.

Departments that wish to place an advertisement for a particular job requisition must ensure that the requisition is entered into HCM timely to coincide with the advertising deadlines.

#### **4.04 - Reposting a Job Requisition**

Occasionally a job requisition for a position will need to be reposted after the closing date. This happens when a change is made to the minimum qualifications of the job class. It also occurs when there are insufficient qualified candidates for the hiring manager to consider.

Depending upon the circumstances, the Recruiter will determine if the job requisition will be reopened for a specific period of time, or if the original job requisition will be cancelled and a new job requisition posted in its place. If a new job requisition is posted, applicants who applied on the original job requisition must also apply for the new job requisition to be considered for the position.

#### **4.05 - Reemployment for Employees with Recall Rights**

Some permanent status employees may have mandatory reemployment rights to vacant classified bargaining unit positions (see the Reemployment Rights Article of the current Collective Bargaining Agreements). Consequently, the position must be "RIF-Cleared" by the DHR Recruitment Services Division prior to beginning the recruitment process. Non-classified, and confidential or managerial classified position vacancies are not required to RIF-Clear.

The hiring manager will be notified in writing by the Recruiter of any applicant(s) with mandatory rehire rights. The hiring manager must contact this applicant within three (3) work days to discuss the position. The hiring manager should provide the applicant with a written offer of employment. No further recruitment efforts will take place if the individual accepts the position. If there is no employee with mandatory reemployment rights, or if the individual(s) with rights declines the position, the recruitment process may begin.

#### **4.06 - Application Form**

Responsibility for creation of the employment application rests with the Department of Human Resources. The application must be completed online via the DHR website.

Applicants are encouraged to contact DHR Recruitment Services to discuss/seek assistance or accommodation with the online application process. In some instances an applicant may desire to pursue formal measures to obtain Reasonable Accommodation in accordance with the Americans with Disabilities Act (see Personnel Policy 3.2 – Reasonable Accommodation, for more information).

All applicants who wish to apply for a classified position vacancy with the State of Vermont must complete and submit the online job application. Applicants must select and apply for individual job requisitions that are of interest to them. All pages of the online application must be completed for the application to be considered. In addition, all screening questions must be answered for the application to be considered complete. Applicants who submit only a resume and/or cover letter will not be considered to have submitted a completed application and will be screened out.

The online application requires applicants to read and agree to a statement detailing their responsibility for providing accurate, honest and complete information in response to all questions on the online application. The consequences of any misrepresentation are indicated in the application. A submitted online application constitutes an application signed by the applicant.

For classified positions, hiring managers may not consider applicants who submit resumes or cover letters directly to them in lieu of completing the online application.

Applicants must apply for individual job requisitions prior to the closing date and be found eligible or they may not be considered for that position.

NOTE: If an applicant makes a false statement of material fact, including responses to screening questions, which misrepresent the applicant's qualifications, s/he may be disqualified from each posting for which they have applied.

#### **4.07 - Screening and Eligibility Determination**

The DHR Recruitment Services Division is responsible for screening all applications and for the final determination of eligibility for all positions. Eligible applicants are routed to the HR Administrator and/or hiring manager by the DHR Recruiter.

Screening criteria for a job requisition are determined by the Recruiter, with input from the HR Administrator and the hiring manager, based upon the minimum education and experience requirements as outlined in the Job Specification. Additional screening questions may be used for preferred qualifications.

Once the posting period closes, the recruiter screens the applicants. Those applicants who meet the minimum qualifications for the job requisition will have their applications, cover letters and resumes (if applicable) routed to the department for consideration.

Applicants whom the Recruiter finds do not meet the minimum qualifications for the job requisition will not have their applications routed to the department, and may not be considered for the position. Any questions regarding an applicant's eligibility must be directed to the DHR Recruiter assigned to the job requisition.

It is the responsibility of the hiring manager or HR Administrator to verify that the candidate of their choice actually possesses the required minimum education and

experience qualifications as outlined in the job specification, as well as the accuracy of data contained in the application prior to making an offer of employment.

#### **4.08 – Performance Examinations**

Some State of Vermont job classes require that applicants demonstrate specific skills. Performance exams may be administered with approval and oversight of the DHR Recruitment Services Division.

Typing tests are administered online with scores based on speed and accuracy. Because these tests are not proctored, applicants must certify that they are the actual test taker and understand that their application may be rejected if there is any attempt to falsify individual results.

Typing tests may be retaken one week from the last date the applicant took the test. The score will remain valid as long as the test is active, or until the applicant retakes the test. If an applicant retakes the test, the most recent score will be the one used for determining the applicant's eligibility, even if the previous score was higher.

#### **4.09 – Inactive Applications**

If an external applicant does not update his or her application or apply for a job requisition for a period of one year, his or her application may be inactivated. In these instances if the applicant wishes to reapply for a job requisition, he or she will be required to complete a new online job application.

#### **4.10 – Advertising**

Advertising is an excellent way to attract applicants and is encouraged by DHR. The decision to advertise is at the discretion of the agency or department where the vacancy occurs. Costs of advertising are borne by the agency or department that places the ad.

The State of Vermont's Coordinated Advertising Program is managed by the Recruitment Services Division. Departments that wish to place advertisements in the Burlington Free Press and/or the Times Argus/Rutland Herald for their job requisitions must submit ad copy to the Recruitment Services Division staff. Individual ads are consolidated weekly into a single ad that runs in either or both of the newspapers. Placement of job advertisements on Career Builder is also coordinated by DHR.

The State of Vermont standard advertising template is also available at several other Vermont newspapers. Departments may place ads directly with those newspapers; however, advertisements should be reviewed in advance by the DHR Recruitment Services Division.

The State of Vermont Advertising Guide, offers guidance in writing job advertisements. The guide may be found on the DHR website.

Signed By Michael K. Smith, August 4th 2008

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Agency of Administration