

Welcome to our Talent Acquisition Procedures Guide - Part One!

We know that finding a great new hire can be daunting, and that is why our Talent Acquisition team is here to help. Our Talent Acquisition Procedures Guides will walk you through the steps needed to fill your job opening and provides useful resources for managing your job opening.

You will receive two separate Talent Acquisition guides during the hiring process. This guide is for when your position is posted and is intended to cover the hiring process from this point until the application deadline. The second guide will be sent after you receive your routed candidates and will cover the hiring process from the application deadline to making an offer and onboarding your new hire. The documents in these guides are intended to provide you with everything you need to know about the hiring process. Please be sure to take advantage of these resources that we have put together to make the hiring process simpler and easier to manage. Your Talent Acquisition Specialist is also available to answer any questions and provide any needed assistance or consultation throughout the course of the hiring process.

In Part One, you will find useful documentation for the initial posting period of your position. We have provided explanations of each step in the hiring process, a target timeline for filling your opening, a simplified process map, a calculator tool that can be used to manage the timeline for the hiring process, and recruitment policies and guidelines.

We look forward to working with you to fill your open position with a great candidate!

- Your Talent Acquisition Team

In this document, we will cover these topics:

Recruitment Checklist - 2

Recruitment Process Outline - 4

Key Recruitment Policies and Guidelines - 5

Hiring Timeline - 7

Browse Job Openings - 8

Attached to this document:
Hiring Timeline Calculator

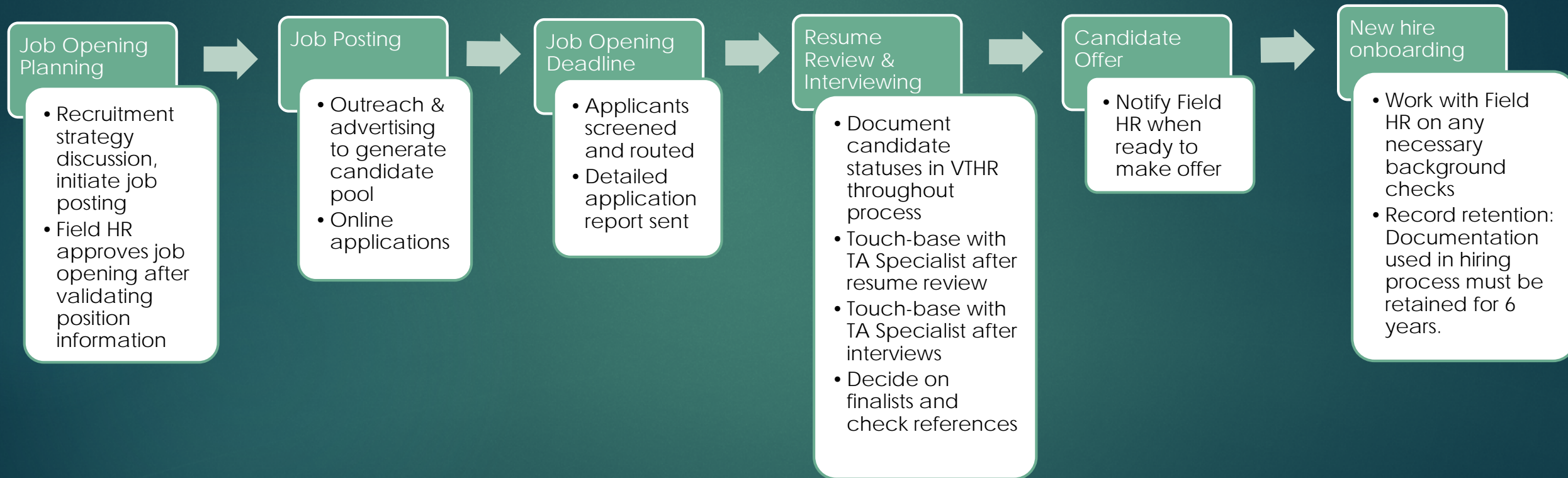
Recruitment Checklist – What to Do After Your Job Is Posted

POSITION INFORMATION		
Job Title:		
Job Opening ID:		
Position #:		
Posting Date:		
Deadline:		

RECRUITMENT TASK	INFORMATION
<input type="checkbox"/> Request advertising if needed: Send advertising requests to DHR.AdRequests@vermont.gov	Recruitment Services manages a <u>Coordinated Advertising</u> programs for placing job advertisements on specific sources (such as Seven Days, Burlington Free Press, USA Today Jobs Network). We can also advise on other advertising placements. Please consult with your TA Specialist regarding advertising needs.
<input type="checkbox"/> Candidate Outreach	Share job opening with acquaintances, personal network, professional networks, and on social media. Referrals from your network and colleagues' networks can often lead to your next hire.
<input type="checkbox"/> Browse job opening & preview applications	Use the "Browse Job Opening" quick guide to access your job opening and preview applications and resumes. IMPORTANT: DO NOT contact any candidates until you have received your candidate list and confirmed that their VTHR status is "Route."
<input type="checkbox"/> Receive Candidate List & Detailed Application Report <input type="checkbox"/> Receive Talent Acquisition Procedures: Part 2 <input type="checkbox"/> Receive Criminal History Declaration and Tax Compliance forms from TA Specialist	<p>You will receive a list of qualified candidates and a report containing all application materials after the application deadline (or after 10 business days for extended posting periods).</p> <p>You will receive a 2nd hiring packet (Talent Acquisition Procedures: Part 2) with additional information on the next steps of the hiring process. In addition, you'll receive the Criminal History Declaration and Tax Compliance forms which will be needed once you have identified a finalist candidate for your position.</p> <p>Your TA Specialist will follow up within 1 week of the position deadline for general feedback on the candidate list and to discuss next steps if necessary.</p>
<input type="checkbox"/> Complete resume review	Consult with TA Specialist if needed.
<input type="checkbox"/> Send rejection correspondence to unqualified candidates & update status to "NoHire" in VTHR	See " <u>Reject Applicant</u> " quick guide.

<input type="checkbox"/>	Schedule candidates for interviews & record interview status in VTHR	See “ <u>Interview Status</u> ” quick guide.
<input type="checkbox"/>	Send rejection correspondence to candidates not selected for interviews	See “ <u>Reject Applicant</u> ” quick guide.
<input type="checkbox"/>	Conduct interviews	Your TA Specialist will check-in with you during the interview process.
<input type="checkbox"/>	Check references for top candidates	Consult with TA Specialist if needed.
<input type="checkbox"/>	Contact Field HR staff when you have identified a finalist candidate	Your Field HR staff will provide guidance on next steps for your finalist candidate, starting with the Criminal History Declaration (for ALL candidates, including current SoV employees, except Corrections and Law Enforcement positions) and Tax Compliance form (for external hires ONLY). Field HR staff will advise on any additional background checks that are needed, and any onboarding and orientation processes that need to be completed.
<input type="checkbox"/>	Send completed Tax Compliance and Criminal History Declaration to your Field HR staff	IMPORTANT: The Criminal History Declaration form and the Tax Compliance Check must be completed BEFORE YOU INITIATE A VERBAL OFFER OF EMPLOYMENT as there are circumstances in which an applicant may be ineligible for hire
<input type="checkbox"/>	Extend Verbal Offer after receiving approval from Field HR	<p>You should establish a firm start date at this time, as a start date is required for the written offer. The beginning of a pay period (Sunday) is the required start date for current employees and is also the best option for new hires.</p> <p>In order to successfully on-board external candidates, including providing timesheets and New Employee Orientation, please consult with your Field HR staff if less than two weeks’ notice is requested for the start date.</p>
<input type="checkbox"/>	Extend written offer after candidate verbally accepts offer	Forward selected candidate to designated Field HR staff and TA Specialist using Forward Applicant action in VTHR (see “ <u>Forward Applicant</u> ” Quick Guide).
<input type="checkbox"/>	Consult with Field HR Staff regarding additional background checks	Some departments, and some specific positions may require additional background checks to be completed AFTER the candidate has accepted their written offer and BEFORE they are officially hired.
<input type="checkbox"/>	Notify interviewed candidates of your decision	All candidates you have interviewed should receive a personalized email or phone call to inform them of your decision.
<input type="checkbox"/>	Prepare For Hire & Onboarding	<p>HR Staff will process your new hire into HRIS. Your Field HR staff may request that you submit a PAR to process your new hire, or they may provide time and labor data directly to HRIS.</p> <p>Your department will have specific guidelines on onboarding and orienting your new hire. Please consult with your Field HR staff.</p>

Recruitment Process Outline



KEY RECRUITMENT POLICIES & GUIDELINES

Information for Hiring Managers

Note: Adherence to the following guidelines is necessary to ensure hiring practices comply with state statutes, policies, and labor contracts.

SCREENING, CANDIDATE LISTS & RANKED CANDIDATE LISTS

Applicants are screened based on their responses to a questionnaire that is embedded in the application for each Job Opening. Screening questions are used to determine if an applicant meets:

1. Basic Eligibility, which may include criteria such as specific license requirements.
2. Minimum Qualifications, which are pre-determined for each job class. All candidates who indicate they meet the minimum qualifications will be routed to the hiring manager and included on the Candidate List.
3. Preferred Qualifications, which may be established in consultation with Recruitment Services. Preferred qualifications may be informational only OR they may be used to establish a Ranked Candidate List on the basis of points assigned to specific screening questions that relate to preferred qualifications. The hiring manager must provide a list of preferred qualifications in advance to receive a ranked candidate list. The hiring manager can work with Recruitment Services to develop the preferred qualifications.

Hiring managers may take action only on candidates who have been screened and routed by Recruitment Services. Those candidates are forwarded to the hiring manager in a system-generated email and also appear in the status of 050-Route in the job opening. If a hiring manager feels a candidate was omitted in error, they should contact Recruitment Services. Because candidates self-report whether or not they meet the minimum qualifications, the hiring manager should validate that candidates they wish to interview or hire meet the minimum qualifications for the position. Candidates who do not meet the minimum qualifications and/or are not on the Candidate List are ineligible.

The points displayed on the Candidate List are based on an initial review of candidates' minimum and preferred qualifications, and may include veterans' preference points. The Candidate List is not a final, official ranking of candidates. Other factors such as interviews, reference checks and/or test scores will factor into the final hiring decision.

RIF REEMPLOYMENT REFERRALS

All classified job openings are subject to RIF re-employment referrals UNTIL a verbal job offer has been made and the hiring manager has forwarded the selected candidate's name to the HR Administrator and the primary Recruiter within the VTHR system. The HR Administrator is responsible for preparing the written offer. Please be advised that



until Human Resources has received the "Forward Applicant" email through VTNR, the position is still subject to RIF referral and the department may be required to hire an individual with re-employment rights.

Mandatory Interview

Any applicant on the Candidate List labeled "mandatory interview," must be offered an interview. The hiring manager will receive additional information under separate cover if there is an applicant with mandatory interview status.

Veterans' Preference

Points will be added to the scores of qualified applicants who are eligible for veterans' preference. Individuals who are eligible for veteran's preference may also apply and compete for positions being recruited as "State Promotional Only." Please refer to 3 V.S.A. 310(f) and 20 V.S.A. 1543 for more information regarding veterans' preference.

Criminal Conviction History Declaration

The State of Vermont does not ask questions about an applicant's criminal history during the initial stages of the application process, except for specific job classes exempted by DHR. Subsequent to application review and first interviews, and prior to any job offer, all applicants must complete a Criminal Conviction History Declaration form. The completed form is submitted by the applicant to the HR Administrator, who will discuss any issues with the hiring manager.

Nepotism

A waiver must be obtained from the Commissioner of Human Resources before any offer of employment may be made to a family member of an existing employee in the same department, institution, or organizational unit. This requirement applies to any person in the same household and the relatives of the person with whom an existing employee resides. It is important to note that the definition of "relative," for purposes of State Policy, includes spouses, civil union partners, and domestic partners, in addition to the other familial relationships listed in the definition in Personnel Policy 5.2.

Compensation

Compensation is determined by the collective bargaining agreements and state policy. The entry rate established for new hires is Step 1 of the assigned pay grade, except for a very small number of job classes which have an adjusted hire step or market factor adjustment (MFA). If the candidate declines Step 1, you can follow up with your HR Administrator to determine if you should request a hire-into-range. There must be a compelling reason to justify making an exception to the compensation plan. Valid reasons, and the procedure to request hire-into-range, are detailed in Personnel Policy 12.2.



Attached to this document is a “hiring time-line calculator” to help you plan your milestone dates when your recruitment begins. You will find this in the left-hand column of the document.

Position Open to Close Timeline

Day 1-14

- Day 1 - Post job (Talent Acquisition)
- Hiring manager proactively blocks time on calendar for interviews

Day 15-29

- Day 15 - Candidates routed to hiring manager (Talent Acquisition)
- Hiring managers review resumes, schedules and conduct interviews

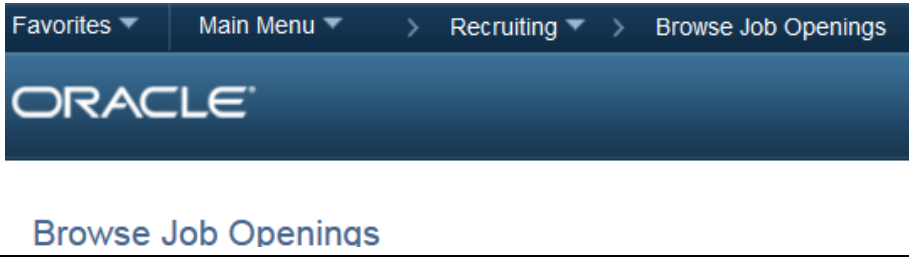
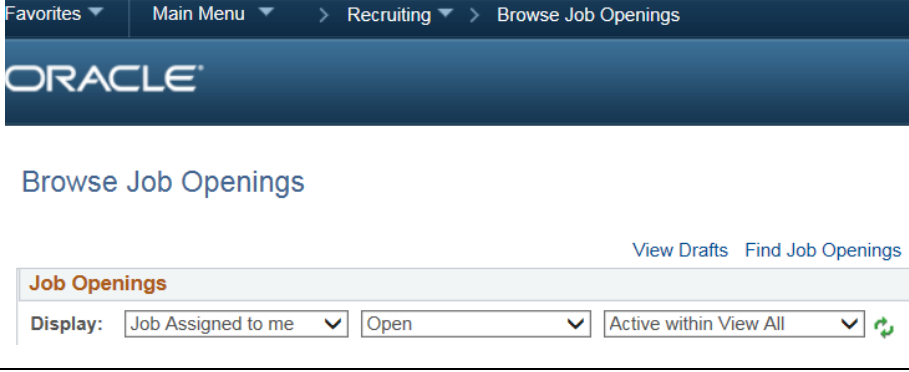
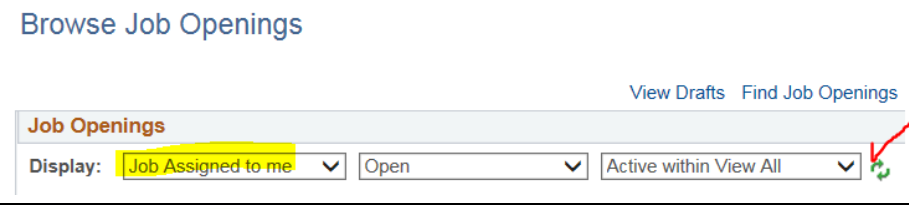
Day 30-38

- Select candidate for hire
- Determine start date
- Make offer to final candidate

Day 39-45

- Finalize onboarding
- Job closed



Step 1	<p>Login to your VTHR account, and navigate to:</p> <p>Main Menu>Recruiting>Browse Job Openings</p>	
Step 2	<p>There are three search criteria:</p> <ol style="list-style-type: none"> 1. Your role in the Job Opening – the default is Job Assigned to me 2. The status of the Job Opening - the default is Open 3. The timeframe when the Job Opening was Active – the default is Active within View All 	
Step 3	<p>To find a specific job opening:</p> <p>Change the display dropdown to “job associated to me”.</p> <p>Choose the applicable job opening status (ie, open, pending, etc)</p> <p>Click on the green refresh arrows.</p>	
Step 4	<p>Any job openings in which you are entered as an interested party or the hiring manager will be listed.</p> <p>Click on the title of the job opening that you want to view, and it will open.</p>	