

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 VTHR, 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 representative 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.