

## **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**

Applicants are initially screened based on several factors:

1. Basic Eligibility, which may include criteria such as specific license requirements.
2. Minimum Qualifications, which are pre-determined for each job class.
3. Preferred Qualifications, which may be established in consultation with Talent Acquisition. Preferred qualifications may be informational only OR they may be used to assign point values to assist in ranking candidates.

Hiring managers may act only on candidates who have been screened and forwarded by the Talent Acquisition Team. Those candidates are placed in the status of “Hiring Manager Review” in the requisition pipeline. The hiring manager should validate that candidates they wish to further consider meet the minimum qualifications for the position.

If a hiring manager feels a candidate was omitted in error, they should contact Talent Acquisition.

#### **RIF REEMPLOYMENT REFERRALS**

All classified job openings are subject to RIF re-employment referrals UNTIL a candidate is in “Ready to Hire” status in the requisition pipeline. This status signifies that a conditional verbal offer has been discussed with the candidate and triggers the HR Administrator to prepare the written offer. Please be advised that until Human Resources moves a candidate to “Ready to Hire,” the position is still subject to RIF referral and the department may be required to hire an individual with re-employment rights.

#### **Mandatory Interview**

Applicants may be granted "mandatory interview" status by the Department of Human Resources, as a qualified individual with a disability. Be sure to review the Mandatory Interview column on the candidate list in your requisition. All candidates specified as “yes” must be offered an interview.



### **Veterans' Preference**

Qualified applicants who are eligible for veterans' preference are indicated in the active candidate list on the requisition by points added in the column "Veterans' Preference Points." 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. This information is collected from candidates at the "Pre Offer" stage of the selection process. The HR Administrator reviews the responses and discusses 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.